

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PROGRAMS
TITLE: NONDISCRIMINATION/
DISCRIMINATORY
HARASSMENT-SCHOOL AND
CLASSROOM PRACTICE
ADOPTED: August 19, 2001
REVISED: November 20, 2006
May 19, 2008
May 18, 2009
September 19, 2016
November 20, 2017
March 18, 2019

<p>1. Authority SC 1310 Title 22 Sec. 4.4, 12.1, 12.4, 15.1 et seq 24 P.S. Sec. 5004 43 P.S. Title IX 20 U.S.C. Sec. 1681 et seq 20 U.S.C. Sec. 6321 29 U.S.C. Sec. 794 Title VI 42 U.S.C. Sec. 2000d et seq 42 U.S.C. Sec. 12101 et seq</p>	<p>103. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT IN SCHOOL AND CLASSROOM PRACTICES</p> <p>The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools without discrimination on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.</p> <p>The district strives to maintain a safe, positive learning environment for all students that is free from discrimination. Discrimination is inconsistent with the educational and programmatic goals of the district and is prohibited on school grounds, at school-sponsored activities and on any conveyance providing transportation to or from a school entity or school-sponsored activity.</p> <p>The school district shall provide to all students, without discrimination, course offerings, counseling, services, employment, athletics and extracurricular activities. The equitable distribution of district resources is one means the district shall use to ensure all students receive a quality education. The district shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and/or disabilities, consistent with the requirements of federal and state laws and regulations.</p> <p>The Board encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances.</p> <p>The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective action or preventative action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.</p>
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24

103. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT IN SCHOOL AND CLASSROOM
PRACTICES - Pg. 2

<p>2. Definitions</p>	<p><u>Confidentiality</u></p> <p>Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the school district's legal and investigative obligations.</p> <p><u>Retaliation</u></p> <p>The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.</p> <p><u>Discriminatory Harassment</u></p> <p>Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability, or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.</p> <p>For purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:</p> <ol style="list-style-type: none">1. Sufficiently severe, persistent or pervasive; and2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school. <p><u>Sexual Harassment</u></p> <p>Sexual harassment is a form of discrimination on the basis of sex and is subject to this policy. For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate</p>
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103. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT IN SCHOOL AND CLASSROOM PRACTICES - Pg. 3

<p>3. Delegation of Responsibility</p>	<p>verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none"> 1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or 2. Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or 3. Such conduct deprives a student or group of individuals of educational aid, benefits, services or treatment; or 4. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs. <p>Federal law declares sexual violence a form of sexual harassment. Sexual violence means physical or sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery and sexual coercion.</p> <p>In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Assistant Superintendent(s) for Curriculum and Instruction as the district's Compliance Officer(s).</p> <p>The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public to notify them of where and how to initiate complaints under this policy. Information relative to special accommodation and or grievance procedure may be obtained by contacting the Compliance Officer, in writing, at the Administration Office, East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, Pennsylvania 18301 or call (570) 424-8500.</p> <p>The Compliance Officer is responsible to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas:</p> <ol style="list-style-type: none"> 1. Curriculum and Materials – Review of curriculum guides, textbooks and
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103. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT IN SCHOOL AND CLASSROOM
PRACTICES - Pg. 4

	<p>supplemental materials for discriminatory bias.</p> <ol style="list-style-type: none"> 2. Training – Provision of training for students and staff to prevent, identify and alleviate problems of discrimination. 3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources. 4. Student Access – Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation. 5. District Support – Assurance that like aspects of the school program receive like support as to staffing and compensation, facilities, equipment, and related matters. 6. Student Evaluation – Review of tests, procedures and guidance and counseling materials for stereotyping and discrimination. 7. Complaints - Monitor and provide technical assistance to building principals or designee in processing complaints. <p>The building principal or designee shall be responsible to promptly complete the following duties upon receipt of a report of discrimination or retaliation from a student, employee or third party:</p> <ol style="list-style-type: none"> 1. If the building principal is the subject of the complaint, refer the student to the Compliance Officer to carry out these responsibilities. 2. Inform the student or third party about this policy including the right to an investigation of both oral and written complaints of discrimination. 3. Seek to obtain consent from parents/guardians to initiate an investigation where the complainant or alleged victim is under age eighteen (18). Inform parents/guardians and students who are complainants or accused of violating this policy that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure. When a parent/guardian requests confidentiality and will not consent to the alleged victim's participation in an investigation, explain that the school shall take all reasonable steps to investigate and respond to the complaint consistent with that request for confidentiality as long as doing so does not preclude the school from responding effectively to the discrimination and preventing discrimination of other students.
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103. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT IN SCHOOL AND CLASSROOM
PRACTICES - Pg. 5

<p>4. Guidelines</p>	<ol style="list-style-type: none">4. Provide relevant information on resources available in addition to the school complaint procedure, such as making reports to the police, available assistance from domestic violence or rape crisis programs and community health resources including counseling resources.5. Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another district employee, the Compliance Officer or an attorney and shall promptly assign the investigation to that individual. When a parent/guardian has requested confidentiality and will not consent to the alleged victim's participation in an investigation, the Compliance Officer shall provide the parent/guardian with a letter containing information related to the district's legal obligations to conduct an investigation and address violations of this policy, and any other information appropriate to the specific complaint.6. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation. <p><u>Complaint Procedure – Student/Third Party</u></p> <p>Step 1 – Reporting</p> <p>A student or third party who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the building principal.</p> <p>A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.</p> <p>If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.</p> <p>The complainant or reporting employee may be encouraged to use the district's report form, available from the building principal or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to</p>
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103. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT IN SCHOOL AND CLASSROOM
PRACTICES - Pg. 6

	<p>file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.</p> <p>Step 2 – Investigation</p> <p>Where an attorney is not used to conduct an investigation into a discrimination complaint, the Compliance Office shall ensure that only individuals who have received basic training on the applicable laws pertaining to discrimination issues, this policy, and how to conduct a proper investigation shall be authorized to conduct an investigation of a complaint made pursuant to this policy.</p> <p>The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.</p> <p>The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused shall be provided the opportunity to present witnesses and other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.</p> <p>If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.</p> <p>The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the incident is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of</p>
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103. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT IN SCHOOL AND CLASSROOM
PRACTICES - Pg. 7

	<p>a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.</p> <p>Step 3 – Investigative Report</p> <p>The investigator shall prepare and submit a written report to the Compliance Officer within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation and the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.</p> <p>The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.</p> <p>The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written report to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall not be notified of the individual remedies offered or provided to the complainant.</p> <p>Step 4 –District Action</p> <p>If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.</p> <p>If an investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this</p>
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103. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT IN SCHOOL AND CLASSROOM
PRACTICES - Pg. 8

investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with the recommended corrective action s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance Officer investigated the complaint, such appeal shall be made to the Superintendent
2. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
3. The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

References:

School Code – 24 P.S. Sec. 1301A, 1310, 1601-C et seq.

State Board of Education Regulations – 22 PA Code Sec. 4.4, 12.1, 12.4, 15.1 et seq.

Unfair Educational Practice – 24 P.S. Sec. 5004

Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq.

No Child Left Behind Act – 20 U.S.C. Sec 6321

Section 504 of the Rehabilitation Act – 29 U.S.C. Sec. 794

Americans With Disabilities Act – 42 U.S.C. Sec. 1981 et seq., 2000d et seq., 12101 et seq.

Federal Anti-Discrimination and Civil Rights Laws – 20 U.S.C. Sec 1681 et seq. (Title IX)

103. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT IN SCHOOL AND CLASSROOM
PRACTICES - Pg. 9

	<p>Federal Anti-Discrimination and Civil Rights Regulations – 28 CFR Part 35, Part 41 and 35 CFR Part 100, Part 104, Part 106, Part 110</p> <p>29 CFR 1604.11, 1606.8</p> <p>18 Pa. C.S.A. 2709</p> <p>U.S. Const. Amend. XIV, Equal Protection Clause</p> <p>Board Policy – 000, 103.1, 122, 123, 218, 247, 249, 701, 806, 815, 906</p>
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SECTION: PROGRAMS

TITLE: NONDISCRIMINATION/
DISCRIMINATORY
HARASSMENT – QUALIFIED
STUDENTS WITH DISABILITIES

ADOPTED: AUGUST 19, 2013

REVISED: September 19, 2016
November 20, 2017
March 18, 2019

EAST STROUDSBURG AREA SCHOOL DISTRICT

103.1. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT – QUALIFIED STUDENTS WITH DISABILITIES

1. Authority
 - Title 22
 - Sec. 4.4, 12.1,
 - 12.4,
 - 15.1 et seq
 - 29 U.S.C.
 - Sec. 794
 - 42 U.S.C.
 - Sec. 12101 et seq
 - 28 CFR
 - Part 35
 - 34 CFR
 - Part 104
 - Pol. 103

The Board declares it to be the policy of this district to ensure that all district programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services, or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees.

The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective or preventative action be taken for substantiated allegations. Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be maintained, consistent with the district's legal and investigative obligations.

The district shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

Retaliation

The district shall not intimidate, threaten, coerce, discriminate or retaliate against any individual for the purpose of interfering with any right or privilege secured by this policy.

103.1. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT – QUALIFIED STUDENTS WITH DISABILITIES - Pg. 2

<p>2. Definitions Title 22 Sec. 15.2 42 U.S.C. Sec. 12102</p>	<p>Qualified student with a disability - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district's educational programs, nonacademic services or extracurricular activities.</p>
<p>Title 22 Sec. 15.1 et seq 34 CFR Part 104</p>	<p>Section 504 Team - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student's parents/guardians.</p>
<p>Title 22 Sec. 15.7</p>	<p>Section 504 Service Agreement (Service Agreement) - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services, and extracurricular activities.</p>
<p>Pol. 248</p>	<p>Disability harassment - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the school's educational programs, nonacademic services, or extracurricular activities.</p>
<p>3. Delegation of Responsibility 34 CFR Sec. 104.7</p>	<p>In order to maintain a program of nondiscrimination practices that is in compliance with applicable law and regulations, the Board designate the Assistant Superintendent of Pupil Services as the district's Section 504 Coordinator.</p> <p>In addition, each school within the district shall have a Section 504 building administrator. The Board further designates the Director of Administrative Services as the school district's Compliance Officer.</p>
<p>Title 22 Sec. 15.4 34 CFR Sec. 104.32</p>	<p>The Compliance Officer shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the district's website and in the Code of Student Conduct. The district shall notify parents/guardians of students residing in the district of the district's responsibilities under applicable law and regulations, and that the district does not discriminate against qualified individuals with disabilities.</p> <p>Information relative to special accommodation and or grievance procedure may be obtained by contacting the Compliance Officer, in writing, at the Administration Office, East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, Pennsylvania 18301 or call (570) 424-8500.</p>

36

103.1. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT – QUALIFIED STUDENTS WITH DISABILITIES - Pg. 3

<p>4. Guidelines</p> <p>34 CFR Sec. 104.32 Pol. 113</p> <p>Title 22 Sec. 15.5, 15.6 34 CFR Sec. 104.35</p> <p>34 CFR Sec. 104.35</p> <p>34 CFR Sec. 104.35</p> <p>Title 22 Sec. 15.7</p> <p>Title 22 Sec. 15.7</p> <p>Title 22 Sec. 15.5</p>	<p><u>Identification And Evaluation</u></p> <p>The district shall conduct an annual child find campaign to locate and identify every district student with a disability thought to be eligible for Section 504 services and protections. The district may combine this search with the district's IDEA child find efforts, in order to not duplicate efforts.</p> <p>If a parent/guardian or the district has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability, or requires a change in or modification of the student's current Service Agreement, the parent/guardian or the district shall provide the other party with written notice.</p> <p>The district shall establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability.</p> <p>The district shall specifically identify the procedures and types of tests used to evaluate a student, and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing.</p> <p>The district shall establish procedures for evaluation and placement that assure tests and other evaluation materials:</p> <ol style="list-style-type: none"> 1. Have been validated and are administered by trained personnel. 2. Are tailored to assess educational need and are not based solely on IQ scores. 3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student's impaired sensory, manual or speaking skills (except where those skills are what is being measured). <p><u>Service Agreement</u></p> <p>If a student is determined to be a qualified student with a disability, the district shall develop a written Service Agreement for the delivery of all appropriate aids, services, or accommodations necessary to provide the student with FAPE.</p> <p>The district shall not implement a Service Agreement until the written agreement is executed by a representative of the district and a parent/guardian.</p> <p>The district shall not modify or terminate a student's current Service Agreement without the parent's/guardian's written consent.</p>
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103.1. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT – QUALIFIED STUDENTS WITH DISABILITIES - Pg. 4

<p>Title 22 Sec. 15.3 34 CFR Sec. 104.34</p>	<p><u>Educational Programs/Nonacademic Services/Extracurricular Activities</u></p> <p>The district shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the district determines that educating the student in the regular educational environment with the use of related aids, services, or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home.</p>
<p>Title 22 Sec. 15.3 34 CFR Sec. 104.34, 104.37 Pol. 112, 122, 123, 810</p>	<p>The district shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities.</p>
<p>Title 22 Sec. 15.6, 15.7, 15.8 34 CFR Sec. 104.35</p>	<p><u>Parental Involvement</u></p> <p>Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child, and give or withhold their written consent to the evaluation and/or the provision of services.</p>
<p>Title 22 Sec. 15.9 Pol. 216</p>	<p><u>Confidentiality Of Student Records</u></p> <p>All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations, and Board policy.</p>
<p>Pol. 218, 233</p>	<p><u>Discipline</u></p> <p>When necessary, the district shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies.</p>
<p>SC 1303-A Title 22 Sec. 10.2 35 P.S. Sec. 780-102</p>	<p><u>Referral To Law Enforcement And Reporting Requirements</u></p> <p>For reporting purposes, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.</p>

103.1. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT – QUALIFIED STUDENTS WITH DISABILITIES - Pg. 5

<p>SC 1302.1-A Title 22 Sec. 10.2, 10.21, 10.22, 10.23, 10.25, 15.2, 15.3, 15.7, 15.9 Pol. 113.2, 218, 218.1, 218.2, 222, 227, 805.1</p>	<p>The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a qualified student with a disability, including a student for whom an evaluation is pending, to the local police department that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement, and Board policies. The Superintendent or designee shall respond in a manner that is consistent with the student's Service Agreement and Behavior Support Plan, if applicable.</p>
<p>Title 22 Sec. 10.22, 15.1 Pol. 103, 805.1</p>	<p>In making a determination of whether to notify the local police department of a discretionary incident committed by a qualified student with a disability, including a student for whom an evaluation is pending, the Superintendent or designee shall use the same criteria used for students who do not have a disability.</p>
<p>Title 22 Sec. 10.23, 15.7</p>	<p>For a qualified student with a disability who does not have a Behavior Support Plan as part of the student's Service Agreement, subsequent to notification to law enforcement, the district, in consultation with the student's parent/guardian, shall consider whether a Behavior Support Plan should be developed as part of the Service Agreement to address the student's behavior.</p>
<p>SC 1303-A Pol. 805.1</p>	<p>In accordance with state law, the Superintendent shall annually, by July 31, report to the Office for Safe Schools on the required form all new incidents committed by qualified students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity.</p>
<p>PROCEDURAL SAFEGUARDS</p>	
<p>Title 22 Sec. 15.8 34 CFR Sec. 104.36</p>	<p>The district shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student's parent/guardian, and a review procedure.</p>
<p>Title 22 Sec. 15.6</p>	<p>A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating court action under Section 504.</p>
	<p><u>Parental Request For Assistance</u></p>
<p>Title 22 Sec. 15.8</p>	<p>Parents/Guardians may file a written request for assistance with the Pennsylvania Department of Education (PDE) if one (1) or both of the following apply:</p>

103.1. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT – QUALIFIED STUDENTS WITH DISABILITIES - Pg. 6

Title 22 Sec. 15.8	<ol style="list-style-type: none"> 1. The district is not providing the related aids, services and accommodations specified in the student's Service Agreement. 2. The district has failed to comply with the procedures and state regulations. <p>PDE shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians and district a written response to the request. The response to the parents'/guardians' request shall be in the parents'/guardians' native language or mode of communication.</p>
Title 22 Sec. 15.8	<p><u>Informal Conference</u></p> <p>At any time, parents/guardians may file a written request with the district for an informal conference with respect to the identification or evaluation of a student, or the student's need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the district shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement.</p>
Title 22 Sec. 14.162, 15.8	<p><u>Formal Due Process Hearing</u></p> <p>If the matters raised by the district or parents/guardians are not resolved at the informal conference, the district or parents/guardians may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations.</p>
Title 22 Sec. 15.8	<p><u>Judicial Appeals</u></p> <p>The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction.</p>
Pol. 103	<p style="text-align: center;">COMPLAINT PROCEDURE</p> <p>This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system.</p> <p><u>Step 1 – Reporting</u></p> <p>A student or parent/guardian who believes s/he has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the Section 504 building</p>

103.1. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT – QUALIFIED STUDENTS WITH DISABILITIES - Pg. 7

	<p>administrator.</p> <p>A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Section 504 building administrator as well as properly making any mandatory police or child protective services reports required by law.</p> <p>If the Section 504 building administrator is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the district's Section 504 Coordinator.</p> <p>The complainant or reporting employee may be encouraged to use the district's report form available from the Section 504 building administrator, or Section 504 Coordinator, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the verbal or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the right to file criminal charges. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.</p> <p><u>Step 2 – Investigation</u></p> <p>Where an attorney is not used to conduct an investigation into a discrimination complaint, the Section 504 Coordinator shall ensure that only individuals who have received basic training on the applicable laws pertaining to discrimination issues, this policy and how to conduct a proper investigation shall be authorized to conduct an investigation of a complaint made pursuant to this policy.</p> <p>The investigator shall work with the Section 504 Coordinator to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.</p> <p>The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused shall be provided the opportunity to present witnesses and other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The</p>
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103.1. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT – QUALIFIED STUDENTS WITH DISABILITIES - Pg. 8

	<p>person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.</p> <p>If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Section 504 Coordinator, who shall promptly inform law enforcement authorities about the allegations.</p> <p>The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the incident is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.</p> <p><u>Step 3 – Investigative Report</u></p> <p>The investigator shall prepare and submit a written report to the Section 504 Coordinator within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation and the availability of witnesses requires the investigator and the Section 504 Coordinator to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.</p> <p>The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into disability harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.</p> <p>The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written report to the extent authorized by the Family Educational Rights and Privacy Act</p>
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103.1. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT – QUALIFIED STUDENTS WITH DISABILITIES - Pg. 9

	<p>(FERPA). The accused shall not be notified of the individual remedies offered or provided to the complainant.</p> <p><u>Step 4 – District Action</u></p> <p>If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Section 504 Coordinator shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.</p> <p>If the investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.</p> <p>Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements, and state and federal laws.</p> <p><u>Appeal Procedure</u></p> <ol style="list-style-type: none">1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with the recommended corrective action, s/he may submit a written appeal to the district's Section 504 Coordinator within fifteen (15) days.2. The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.3. The Section 504 Coordinator shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.
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103.1. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT – QUALIFIED STUDENTS WITH
DISABILITIES - Pg. 10

	<p>References:</p> <p>School Code – 24 P.S. Sec. 1302.1-A, 1303-A</p> <p>PA Controlled Substance, Drug, Device and Cosmetic Act – 35 P.S. Sec. 780-102</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.4, 10.2, 10.21, 10.22, 10.23, 10.25, 12.1, 12.4, 14.162, 15.1, 15.1 et seq., 15.2, 15.3, 15.4, 15.5, 15.6, 15.7, 15.8, 15.9</p> <p>Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g</p> <p>Section 504 of the Rehabilitation Act of 1973 – 29 U.S.C. Sec. 794</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 12101 et seq., 12102</p> <p>Nondiscrimination on the Basis of Disability, Title 28, Code of Federal Regulations – 28 CFR Part 35, 36</p> <p>Family Educational Rights and Privacy Act, Title 34, Code of Federal Regulations – 34 CFR Part 99</p> <p>Nondiscrimination on the Basis of Handicap, Title 34, Code of Federal Regulations – 34 CFR Part 104, 104.32, 104.34, 104.35, 104.36, 104.37, 104.7, 104.7</p> <p>18 Pa. C.S.A. 2709</p> <p>Board Policy – 103, 112, 113, 113.2, 122, 123, 216, 218, 218.1, 218.2, 222, 227, 233, 805.1, 806, 810, 815</p>
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EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PROGRAMS
TITLE: NONDISCRIMINATION/
DISCRIMINATORY
HARASSMENT IN
EMPLOYMENT/CONTRACT
PRACTICES

ADOPTED: August 19, 2002
REVISED: June 22, 2009
September 19, 2016
November 20, 2017
March 18, 2019

<p>1. Authority 43 P.S. Sec 336.3 43 P.S. Sec. 951 et seq Title IX 20 U.S.C. Sec. 1681 et seq 29 U.S.C. Sec. 206 29 U.S.C. Sec. 621 et seq 29 U.S.C. Sec. 794 42 U.S.C. Sec.1981 et seq Title VII 42 U.S.C. Sec. 2000e et seq 42 U.S.C. Sec. 12101 et seq</p>	<p style="text-align: center;">104. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT IN EMPLOYMENT/CONTRACT PRACTICES</p> <p>The Board declares it to be the policy of this school district to provide to all persons equal access to all categories of employment in this school district, regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy, or handicap/disability. The school district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.</p> <p>The Board encourages employees and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees.</p> <p>The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy but merits review and possible action under other Board policies.</p> <p><u>Confidentiality</u></p> <p>Confidentiality of all parties, witnesses, the allegations, the filing of a complaint, and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.</p> <p><u>Retaliation</u></p> <p>The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing, or opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.</p>
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104. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT IN EMPLOYMENT/CONTRACT PRACTICES - Pg. 2

2. Definitions	<p><u>Definitions</u></p> <p><u>Discriminatory Harassment</u></p> <p>Harassment by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.</p> <p>For purposes of this policy, harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's work performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability when such conduct is:</p> <ol style="list-style-type: none">1. Sufficiently severe, persistent or pervasive; and2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive work environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school. <p><u>Sexual Harassment</u></p> <p>For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, electronic, graphic or physical conduct of a sexual nature when:</p> <ol style="list-style-type: none">1. Submission to such conduct is made explicitly or implicitly a term or condition of an employee's status; or2. Submission to or rejection of such conduct is used as the basis for employment-related decisions affecting an employee; or3. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance at work or otherwise creates an intimidating, hostile, or offensive working environment such that it alters the complainant's working conditions.
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104. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT IN EMPLOYMENT/CONTRACT
PRACTICES - Pg. 3

<p>3. Delegation of Responsibility</p>	<p>In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the Director of Human Resources as the school district's Compliance Officer for Employment/Contract Practices.</p> <p>The Board further designates the Director of Administrative Services as the school district's Compliance Officer.</p> <p>The Compliance Officer shall at least annually disseminate this policy and complaint procedure to students, parents/guardians, employees and the public to notify them of where and how to initiate complaints under this policy. Information relative to special accommodation and or grievance procedure may be obtained by contacting the Compliance Officer, in writing, at the Administration Office, East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, Pennsylvania 18301 or call (570) 424-8500.</p> <p>The Compliance Officer for Employment/Contract Practices shall be responsible to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and monitor the implementation of nondiscrimination procedures in the following areas:</p> <ol style="list-style-type: none">1. Review – Review of personnel practices and actions for discriminatory bias and compliance with laws against discrimination to include monitoring and recommending corrective measures when appropriate to written position qualifications, job descriptions and essential job functions; recruitment materials and practices; procedures for screening applicants; application and interviewing practices for hiring and promotions; district designed performance evaluations; review of planned employee demotions, non-renewal of contracts, and proposed employee disciplinary actions up to and including termination.2. Training – Provisions of training for supervisors and staff to prevent, identify and alleviate problems of employment discrimination.3. Resources – Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure such as making reports to the police, available assistance from domestic violence or rape crisis programs, and community health resources including counseling resources.4. Complaints – Monitor and provide technical assistance to building principals or designees in processing complaints. <p>The building principal or designee shall be responsible to promptly complete the following duties when receiving a complaint of discrimination or retaliation from an employee or third party:</p>
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104. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT IN EMPLOYMENT/CONTRACT
PRACTICES - Pg. 4

<p>4. Guidelines</p>	<ol style="list-style-type: none"> 1. If the building principal is the subject of the complaint, refer the complainant to the Compliance to carry out these responsibilities. 2. Inform the employee or third party about this policy including the right to an investigation of both oral and written complaints of discrimination. 3. Provide relevant information on resources available in addition to the school complaint procedure such as making reports to the police, available assistance from domestic violence and rape crisis programs, and community health resources including counseling resources. 4. Immediately notify the Compliance Officer of the complaint. The Compliance Officer shall assess whether the investigation should be conducted by the building principal, another employee, the Compliance Officer or an attorney and shall promptly assign the investigation to the individual. 5. After consideration of the allegations and in consultation with the Compliance Officer and other appropriate individuals, promptly implement interim measures as appropriate to protect the complainant and others as necessary from violation of this policy during the course of the investigation. <p><u>Complaint Procedure – Employee/Third Party</u></p> <p>Step 1 – Reporting</p> <p>An employee or third party who believes s/he has been subject to conduct that by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the school principal. Any person with knowledge of conduct which may violate this policy, is encouraged to immediately report the matter to the building principal.</p> <p>If the school principal is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer.</p> <p>The complainant or reporting employee may be encouraged to use the district's report form available from the school principal or Compliance Officer, or to put the complaint in writing; however, oral complaints shall be accepted, .</p> <p>Step 2 – Investigation</p> <p>Where an attorney is not used to conduct an investigation into a discrimination complaint, the Compliance Officer shall ensure that only individuals who have received basic training on the applicable laws pertaining to discrimination issues, this policy and how to conduct a discrimination investigation shall be authorized to conduct an investigation of a complaint made pursuant to this policy.</p>
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104. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT IN EMPLOYMENT/CONTRACT
PRACTICES - Pg. 5

	<p>The investigator shall work with the Compliance Officer to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.</p> <p>The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused shall be provided the opportunity to present witnesses and other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place outside of school or school-sponsored activities, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.</p> <p>The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person reporting the alleged discrimination, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.</p> <p>If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Compliance Officer, who shall promptly inform law enforcement authorities about the allegations.</p> <p>The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation.</p> <p>Step 3 – Investigative Report</p> <p>The investigator shall prepare and submit a written report to the Compliance Officer within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation and the availability of witnesses requires the investigator and the Compliance Officer to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date</p>
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104. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT IN EMPLOYMENT/CONTRACT
PRACTICES - Pg. 6

	<p>during the course of the investigation.</p> <p>The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and any other violation of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into discriminatory harassment or sexual harassment shall consider the record as a whole and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.</p> <p>The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written report. The accused shall not be notified of the individual remedies offered or provided to the complainant.</p> <p>Step 4 – School District Action</p> <p>If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Compliance Officer shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.</p> <p>If an investigation results in a finding that a different law or Board policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.</p> <p>Disciplinary actions shall be consistent with Board policies, administrative regulations, school district procedures, applicable collective bargaining agreements, and state and federal laws.</p> <p><u>Appeal Procedure</u></p> <ol style="list-style-type: none">1. If the complainant or the accused not satisfied with a finding made pursuant to the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days. If the Compliance
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104. NONDISCRIMINATION/DISCRIMINATORY HARASSMENT IN EMPLOYMENT/CONTRACT
PRACTICES - Pg. 7

	<p>Officer investigated the complaint, such appeal shall be made to the Superintendent.</p> <p>2. The individual receiving the appeal shall review the investigation and the investigative report and may also conduct or designate another person to conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.</p> <p>3. The person handling the appeal shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused, and the investigator who conducted the initial investigation.</p> <p>References:</p> <p>Human Relations Commission Regulations – 16 PA Code Sec. 44.1 et seq.</p> <p>Pennsylvania Equal Pay Law – 43 P.S. Sec. 336.3</p> <p>Pennsylvania Human Relations Act – 43 P.S. Sec. 951 et seq.</p> <p>Equal Pay Act – 29 U.S.C. Sec 206</p> <p>Age Discrimination In Employment Act – 29 U.S.C. Sec. 621 et seq.</p> <p>Section 504 of the Rehabilitation Act – 29 U.S.C. Sec. 794</p> <p>Americans With Disabilities Act – 42 U.S.C. Sec. 1981 et seq., 2000e et seq., 2000ff et seq., 12101 et seq.</p> <p>Federal Anti-Discrimination and Civil Rights Laws – 20 U.S.C. Sec. 1681 et seq. (Title IX); 42 U.S.C. Sec. 1981 et seq.; 42 U.S.C. Sec. 2000e et seq. (Title VII)</p> <p>29 CFR 1604.11, 1606.8</p> <p>U.S. Const. Amend. XIV, Equal Protection Clause</p> <p>Board Policy – 317, 806, 824</p>
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EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: PUPILS

TITLE: HAZING

ADOPTED: August 19, 2002

REVISED: September 19, 2016
March 18, 2019

	247. HAZING
1. Purpose	<p>The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.</p>
2. Definitions 18 Pa. C.S.A. 2802	<p>Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:</p> <ol style="list-style-type: none"> 1. Violate federal or state criminal law. 2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm. 3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements. 4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment. 5. Endure brutality of a sexual nature. 6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student. <p>Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:</p> <ol style="list-style-type: none"> 1. The person acts with reckless indifference to the health and safety of the student; or 2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.
18 Pa. C.S.A. 2803	

18 Pa. C.S.A. 2804, 2808	Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.
18 Pa. C.S.A. 2806	Any activity, as described above, shall be deemed a violation of this policy regardless of whether: 1. The consent of the student was sought or obtained, or 2. The conduct was sanctioned or approved by the school or organization.
18 Pa. C.S.A. 2801 SC 511	Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.
18 Pa. C.S.A. 2301	For purposes of this policy, bodily injury shall mean impairment of physical condition or substantial pain. For purposes of this policy, serious bodily injury shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.
3. Authority SC 511 18 Pa. C.S.A. 2808, 2806, Pol. 122, 123	The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours. No student, parent/guardian, administrator, coach, sponsor, volunteer or school district employee shall plan, direct, encourage, assist, engage in, condone or ignore any form of hazing. The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the school principal or designee. Willing participation in hazing activities is strictly prohibited and those students identified as willing participants will be subject to disciplinary consequences.
4. Delegation of Responsibility	School district administrators shall investigate promptly all complaints of hazing and administer appropriate discipline to any individual or student activity or organization found to be in violation of this policy. Students, parents/guardians, administrators, coaches, sponsors, volunteers, and school district employees shall be alert to incidents of hazing and shall report such conduct to the school principal.

<p>Pol. 103, 103.1</p> <p>5. Guidelines 18 Pa. C.S.A. 2808</p> <p>SC 511</p>	<p><u>Discrimination/Discriminatory Harassment</u></p> <p>Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. If, in the course of a hazing investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.</p> <p>In addition to posting this policy on the district's publicly accessible website, the school district shall annually inform students, parents/guardians, administrators, coaches, sponsors, volunteers and school district staff that hazing of school district students is prohibited, by means of distribution of written policy, publication in the Code of Student Conduct, presentation at an assembly, verbal instructions by the coach or sponsor at the start of the season or program, or posting of notice/signs.</p> <p>This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization annually, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.</p> <p><u>Complaint Procedure</u></p> <p>A student who believes that s/he has been subject to hazing is encouraged to promptly report the incident to the building principal or designee.</p> <p>Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.</p> <p>The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed</p>
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	<p>for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.</p> <p><u>Interim Measures/Police</u></p> <p>Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.</p>
18. Pa. C.S.A. 2810	<p>Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.</p>
24 PA Code 10.2 24 P.S. 1303-A 35 P.S. 780-102	<p><i>Referral To Law Enforcement and Safe Schools Reporting Requirements –</i></p> <p>For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.</p>
24 PA Code 10.2 24 P.S. 1302.1-A, 1303-A 22 PA Code 10.21, 10.22 Pol. 805.1	<p>The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p>
22 PA Code 10.2, 10.25 Pol. 805.1	<p>The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.</p>

24 P.S. 1303-A Pol. 805.1	In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools.
	<u>Confidentiality</u>
	Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.
	<u>Retaliation</u>
	Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.
	<u>Consequences for Violations</u>
	<i>Safe Harbor –</i>
18 Pa. C.S.A. 2810	An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if s/he complies with the requirements under law, subject to the limitations set forth in law.
	<i>Students –</i>
SC 511 18 Pa C.S.A. 2808, 2810 Pol. 218, 233	If the investigation results in a substantiated finding of hazing, the school principal shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Conduct. Additionally, the student may be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.
	<i>Nonstudent Violators/Organizational Hazing –</i>
Pol. 317, 417, 517	If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, s/he shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.
24 P.S. Sec. 5354	If a student activity or organization authorizes hazing in blatant disregard of this policy or other applicable district rules, penalties may also include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

<p>18 Pa. C.S.A. 2808</p>	<p><i>Criminal Prosecution –</i></p> <p>Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.</p> <p>References:</p> <p>18 Pa. C.S.A. 2301, 2801, 2802, 2083, 2084, 2806, 2808, 2810</p> <p>22 PA Code 10.2, 10.21, 10.22, 10.23, 10.25</p> <p>School Code – 24 P.S. Sec. 511</p> <p>Antihazing Law – 24 P.S. Sec. 1302.1-A, 1303-A</p> <p>35 P.S. 780-102</p> <p>Board Policy – 103, 103.1, 113.1, 122, 123, 218, 233, 317, 417, 517, 805.1, 916</p>
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SECTION: PUPILS

TITLE: BULLYING/CYBERBULLYING

ADOPTED: April 14, 2003

REVISED: April 16, 2007
November 17, 2008

October 15, 2012

April 14, 2014

June 16, 2014

October 20, 2014

December 19, 2016

November 20, 2017

March 18, 2019

EAST STROUDSBURG AREA SCHOOL DISTRICT

249. BULLYING/CYBERBULLYING	
1. Purpose 24 P.S. §13-1303.1-A(e)	<p>Creating and maintaining a safe and welcoming learning environment for all students is a high priority in all School District schools. A safe school environment free from bullying is necessary for students to learn and achieve high academic standards. Bullying/Cyberbullying behavior disrupts the educational or learning process, and may present an obstacle to the academic, vocational, social, emotional, and other development of students. Bullying and cyberbullying can also escalate into more serious violent or cyberspace crimes. Therefore, bullying and cyberbullying will not be tolerated.</p>
2. Definitions 24 P.S. § 13-1303.1-A(e)	<p>Bullying/Cyberbullying – For the purposes of this Policy means an intentional electronic, written, verbal or physical act, or series of acts (a) directed at another student or students, (b) that is severe, persistent or pervasive, and (c) that has the effect of doing any of the following:</p> <ol style="list-style-type: none"> 1. Substantially interfering with a student's education; 2. Creating a threatening environment; or 3. Substantially disrupting of the orderly operation of the school.
24 P.S. § 13-1303.1-A(d)	<p>The School District is not prohibited from defining bullying in such a way as to encompass acts that occur outside of the School Setting if those acts (1) substantially interfere with a student's education; (2) create a threatening environment; or (3) substantially disrupt the orderly operation of the school.</p>
ESASD Policies 103, 103.1, 104	<p>For example, bullying could be cyberbullying, and/or a form of discrimination/harassment in which the behavior is intended, or perceived to intend, to harm or cause distress to another. It may include, but is not limited to, actions such as verbal taunts, physical aggression, extortion of money or possessions, including any discriminatory statements prohibited by and consistent with the School District's nondiscrimination/harassment policies.</p>
24 P.S. § 13-1303.1-A	<p>The term bullying/cyberbullying shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.</p>

<p>Pol. 815</p> <p>3. Authority 24 P.S. § 510 24 P.S. § 13-1303.1-A</p>	<p>Additional information regarding the misuse of technology and/or cyberbullying may be found in Board Policy No. 815.</p> <p>School setting - means in the school, on school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised or sanctioned by the School District.</p> <p>The Board prohibits all forms of bullying/cyberbullying by district students.</p> <p>This Policy shall be implemented through the cooperative efforts of the Board of School Directors, Superintendent, the Superintendent's Team, the building administrators, the school employees, the parents/guardians, the students, the school volunteers, law enforcement, and the School District's community.</p> <p>The Board encourages students who believe they have been bullied/cyberbullied to promptly report such incidents as outlined in the Complaint Procedure section of Policies 103, 103.1, 104.</p> <p>Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.</p> <p>The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.</p> <p>All School District personnel and students discovering bullying/cyberbullying are also encouraged to immediately report such incidents.</p> <p><u>Discrimination/Discriminatory Harassment</u></p> <p>Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. If, in the course of a bullying investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged bullying.</p>
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	<p><u>Confidentiality</u></p> <p>Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.</p>
<p>4. Delegation of Responsibility</p>	<p>All personnel shall be responsible to maintain an educational environment free of bullying and cyberbullying.</p>
<p>24 P.S. § 13-1303.1-A</p>	<p>Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying/cyberbullying.</p>
<p>Pol. 103</p>	<p>In order to maintain an educational environment that discourages and prohibits bullying/cyberbullying, the Board designates the Assistant Superintendent(s) for Curriculum and Instruction as the school district's Compliance Officer.</p> <p>The Compliance Officer shall publish and disseminate this policy and complaint procedure at least annually to students, parents/guardians, employees and the public. Information relative to special accommodation and or grievance procedure may be obtained by contacting the Compliance Officer, in writing, at the Administration Office, East Stroudsburg Area School District, 50 Vine Street, East Stroudsburg, Pennsylvania 18301 or call (570) 424-8500.</p>
<p>24 P.S. § 13-1303.1-A</p>	<p>If needed, the Superintendent, or designee(s), may create and enforce administrative regulations necessary to implement this Policy.</p>
<p>24 P.S. § 13-1303.1-A</p>	<p>The Superintendent, or designee(s) must ensure that this Policy and administrative regulation(s), if any, are reviewed annually with students.</p>
<p>24 P.S. § 13-1303.1-A</p>	<p>The Superintendent, or designee(s), in cooperation with other appropriate School District administrators, shall review this Policy every three (3) years, then, if applicable, recommend necessary revisions to the Board.</p>
<p>24 P.S. § 13-1303.1-A and § 13-1303-A</p>	<p>District administration must annually provide the following information with the Safe School Report:</p> <ol style="list-style-type: none"> 1. Board of School Director's Bullying/cyberbullying Policy. 2. A report of the School District's bullying/cyberbullying incidents. 3. Information on the development and implementation of the bullying/cyberbullying prevention, intervention, and education programs.

60

5. Guidelines	<u>Notices</u>
24 P.S. § 13-1303.1-A; 22 Pa. Code § 12.3; Policy 218	<p>The Code of Student Conduct, which shall contain this Policy, must be disseminated annually to students.</p> <p>This Policy must be accessible in every classroom. The Policy shall be posted in a prominent location within each school building where notices are usually posted, and posted on the School District's web site.</p>
47 U.S.C. §254(h)(5)(B)(iii); Policy 815	<p><u>Bullying/Cyberbullying Prevention, Intervention, and Education Programs</u></p> <p>The School District shall educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.</p>
24 P.S. § 13-1303.1-A; 24 P.S. § 1202.1-A; Policy 236	<p>Bullying/Cyberbullying prevention, intervention, and education programs shall also be provided that consists of school-wide actions, classroom-level activities, individual interventions, and community involvement.</p> <p>a. <i>School-wide actions</i> include, but are not limited to, training for school staff and students and adoption of the following district-wide anti-bullying rules:</p> <ol style="list-style-type: none"> 1. We do not bully/cyberbully others. 2. We help students who are bullied/cyberbullied. 3. We include students who are left out. 4. We tell an adult at school and an adult at home when somebody is being bullied/cyberbullied. <p>b. <i>Classroom level activities</i> include, but are not limited to, consistent interventions, use of rules, and reinforcement of pro-social behavior and incorporation of bullying/cyberbullying themes.</p> <p>c. <i>Individual interventions</i> include, but are not limited to, follow up with both victims and bullies/cyberbullied that may include consequences, provisions for making restitution, and counseling referrals, as appropriate.</p> <p>d. <i>Community involvement</i> encourages partnerships with families, community organizations and agencies to implement the School District's bullying/cyberbullying prevention, intervention, and education programs.</p>

<p>24 P.S. § 1303.1-A Policies 218, 233</p>	<p><u>Complaint Procedure</u></p> <p>Guidelines/forms for filing a complaint can be found in Policies 103, 103.1 and 104 and associated attachments.</p> <p><u>Consequences For Violations</u></p> <p>A founded charge against School District personnel shall subject such person to disciplinary action, up to and including discharge.</p> <p>A founded charge against a School District student shall subject such student to disciplinary action. Appropriate consequences and remedial actions range from positive behavioral interventions to and including suspension or expulsion, and may include counseling (within and/or outside of the school), parental conferences, detentions, separating the student(s) being bullied/cyberbullied from the perpetrator(s), warnings, usage restrictions, loss of school privileges, reassignment (including but not limited to another school building, classroom, or school bus), exclusion from school-sponsored activities), oral or written reprimands, detentions, suspensions, expulsions, referral to law enforcement officials, and/or legal proceedings.</p> <p>Any violation of this Policy shall be considered an infraction of the Code of Student Conduct and any other applicable School District policy, with discipline implemented accordingly. Any violation of the Pennsylvania Crimes Code will be reported to law enforcement.</p> <p>Victims and their parents/guardians shall be made aware of appropriate counseling, agency services and safety plan developments described in the School District's victimization procedures.</p> <p><u>Retaliation</u></p> <p>The School District prohibits reprisal or retaliation against any person who in good faith reports an act of bullying/cyberbullying. The principal/principal's designee, in accordance with the Code of Student Conduct and/or other School District policies, will determine the consequences and remedial actions for students, and the Superintendent/Director of Human Resources for personnel. Any violation of the Pennsylvania Crimes Code will be reported to law enforcement.</p> <p><u>False Reports</u></p> <p>The principal, in accordance with the Code of Student Conduct and/or other School District policies, will determine the consequences and remedial actions for a student found to have falsely accused another as a means of discrimination/harassment, intimidation or bullying/cyberbullying. The Superintendent will determine consequences and remedial actions for personnel found to have falsely accused another as a means of discrimination/harassment, intimidation or bullying. Any violation of the Pennsylvania Crimes Code will be reported to law enforcement.</p>
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	<p>References:</p> <p>Pennsylvania School Code – 24 P.S. § 5-510; 24 P.S. § 1302-A, 24 P.S. § 1303-A, and 24 P.S. §1303.1-A</p> <p>State Board of Education Regulation – 22 Pa. Code § 12.3</p> <p>Federal Protecting Children Act - 47 U.S.C. §254(h)(5)(B)(iii)</p> <p>Family Educational Rights and Privacy Act – 20 U.S.C. §1232g</p> <p>20 U.S.C. Sec. 7118</p> <p>ESASD Board Policies, Administrative Regulations, Rules, and Procedures 103, 103.1, 104, 113.1, 218, 233, 236</p>
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EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: PUBLIC ATTENDANCE AT
SCHOOL EVENTS

ADOPTED: August 19, 2002

REVISED: August 19, 2013
March 18, 2019

	904. PUBLIC ATTENDANCE AT SCHOOL EVENTS
1. Purpose	The Board welcomes the public at activities and events sponsored by the school district, but the Board also acknowledges its duty to maintain order and preserve school facilities during such events.
2. Definition 35 P.S. Sec. 1223.5	<p>For purposes of this policy, tobacco includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip or dissolvable tobacco pieces.</p> <p>For purposes of this policy, nicotine shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling or through other means.</p> <p>For purposes of this policy, a nicotine delivery product shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes, but is not limited to, any device or associated product used for what is commonly referred to as vaping or juuling.</p>
3. Authority SC 511, 775	The Board has the authority to prohibit at a school event the attendance of any individual whose conduct may constitute a disruption. The Board prohibits gambling and the possession and use of controlled substances, alcoholic beverages and weapons on school premises.
4. Delegation of Responsibility SC 510.2	<p>A schedule of fees for attendance at school events shall be prepared by the Superintendent and approved by the Board.</p> <p>The Superintendent or designee shall ensure that this policy is posted on the district's publicly accessible website.</p>
5. Guidelines 35 P.S. Sec. 1223.5 20 U.S.C. Sec. 7183	<p><u>Tobacco/Nicotine</u></p> <p>The Board prohibits use of tobacco, nicotine and nicotine delivery products by any persons in its school buildings and on any property, buses, vans and vehicles that are owned, leased or controlled by the school district.</p>

64

<p>SC1303-A Pol. 805.1</p> <p>SC 1302.1-A, 1303-A Title 22 Sec. 10.2, 10.22 18 Pa. C.S.A. Sec. 6305 Pol. 805.1</p> <p>43 P.S. Sec. 953 28 CFR Sec. 35.136 Pol. 718</p>	<p>This policy does not prohibit the use of a nicotine patch, gum or lozenge as a smoking cessation product by adult members of the public in attendance at school events.</p> <p><u>Reporting</u></p> <p>The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco, nicotine and nicotine delivery products by any person on school property to the Office for Safe Schools on the required form.</p> <p><u>Additional Reports – Tobacco Only</u></p> <p>The Superintendent or designee may report incidents involving the sale of tobacco to minors by any person on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school policy or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.</p> <p><u>Service Animals</u></p> <p>Individuals with disabilities may be accompanied by their service animals while on district property for events that are open to the general public in accordance with Board policy and state and federal laws and regulations.</p> <p style="text-align: center;"><u>Public Behavior at School Events</u></p> <p>The district expects mutual respect, civility, and orderly conduct by all individuals attending school events on district property.</p> <p>The Board establishes the following regulations with respect to the conduct of school events.</p> <p><u>Violation of Law:</u></p> <p>Whenever the conduct or action of any students, faculty members, staff or other person on school property constitutes a violation of any federal, state or local law or ordinance, or reasonably appears to constitute such a violation, the appropriate law enforcement agency may be summoned and asked to take such actions as are necessary pursuant to such law or ordinance.</p>
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Nothing in this section shall preclude additional administrative actions against any offender, nor shall acquittal in a court of law or dismissal of legal proceedings or charges preclude such administrative actions under any section of these rules or existing state laws.

Other Existing Remedies:

Whenever the conduct or action of any students, faculty or staff members or other employees is such as to justify disciplinary proceedings such as are provided for under Civil Service Law and/or Education Law and such other provisions of federal or state law as may provide for the filing of charges, disciplinary proceedings and punishment thereunder, the Board, or other proper administrative authority may proceed. No proceeding or penalty assessed under the within rules and regulations shall be a bar to, or prohibit in any manner whatsoever, the right of the school district or its staff and officers to proceed pursuant to the aforesaid state laws and any others which may be applicable as a result of such conduct or action.

Behavior:

Individuals attending school events on district property will not:

1. Injure, threaten, harass or intimidate a district employee, sports official or coach or any other person.
2. Act in an unsafe manner that could threaten the health or safety of others.
3. Use vulgar or obscene language or gestures.
4. Fight, strike or injure another person.
5. Damage, deface or threaten to damage district property.
6. Damage, deface or threaten to damage another individual's property.
7. Engage in any activity that violates any federal or state law or regulation or any local policy, regulation or ordinance.
8. Violate any Board policy or district administrative regulation.
9. Use any tobacco, nicotine or nicotine delivery product, except in an area designated and posted by the district. These rules do not prohibit the use of nicotine gum, patch or lozenge as a smoking cessation product by adults attending school events.
10. Consume, possess, distribute or be under the influence of alcoholic beverages or

	<p>illegal drugs.</p> <ol style="list-style-type: none">11. Possess or use weapons or dangerous devices prohibited by the district.12. Impede, delay, disrupt or interfere with any school activity or event, including using cellular telephones in a disruptive manner.13. Enter upon any portion of district or school premises at any time for purposes other than those that are lawful and authorized by the Board.14. Operate a motor vehicle in a risky manner, in excess of posted traffic signage, unauthorized parking in designated parking areas, or in violation of an authorized district employee's directive.15. Engage in any risky behavior, such as roller skating, roller blading or skateboarding.16. Fail to obey the directive of an authorized district employee, security officer, school police officer, school resource officer (SRO) or local law enforcement official. <p>As circumstances warrant, the administrator in charge will take appropriate action, including warning the person in violation, requesting the person to immediately leave district property, contacting law enforcement officials, and seeking to deny future admission to school events.</p> <p>Continuation or escalation of prohibited behavior after a warning will result in ejection from the event premises.</p> <p>Behavior that is unlawful or in violation of Board policy or administrative regulations may result in immediate ejection of the person in violation from the event premises.</p> <p>Disruptive behavior by a group when individual persons cannot be identified may result in the ejection of offending areas of spectator seating.</p> <p>A district employee may request identification from any individual on district grounds and in district buildings. Refusal to provide such information is a criminal act and may result in a request to leave district property.</p> <p>An employee involved in an incident with an attendee at a school event will complete an incident report and submit it to the building principal or immediate supervisor, who will report the incident to the Superintendent.</p>
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Crowd Control

A designated administrator will be assigned responsibility for monitoring and supervising the orderly conduct of students and spectators attending school events on district property. Crowd control procedures may include the following:

1. The administrator will ensure that enough authorized district personnel are assigned to provide adequate supervision.
2. The administrator may request law enforcement officials to be present if s/he anticipates the crowd may pose a behavior or safety problem, and may direct the placement of the officers.
3. The admissions gate and/or entrances will be regulated, and admission will be limited to eligible students, spectators and other authorized attendees. No one under the influence of alcohol or drugs will be admitted.
4. If a disturbance occurs, the administrator will determine if the event needs to be concluded, and s/he may close the event and direct those in attendance to immediately leave school grounds.

References:

School Code – 24 P.S. Sec. 510.2, 511, 775, 1302.1-A, 1303-A

State Board of Education Regulations – 22 PA Code Sec. 10.2, 10.22,

Sale of Tobacco – 18 Pa. C.S.A. Sec. 6305

School Tobacco Control – 35 P.S. Sec. 1223.5

Pennsylvania Human Relations Act – 43 P.S. Sec. 953

Pro-Children Act of 2001 – 20 U.S.C. Sec. 7181 et seq., 7183

Nondiscrimination on the Basis of Disability, Title 28, Code of Federal Regulations – 28 CFR Part 35, 35.136

Board Policy – 718, 805.1

EAST STROUDSBURG AREA SCHOOL DISTRICT

SECTION: COMMUNITY

TITLE: CROWDFUNDING

ADOPTED: March 18, 2019

REVISED:

	929.1-CROWDFUNDING
	<p><u>Introduction</u></p> <p>The Board of School Directors recognizes that crowdfunding campaigns have become an increasingly popular method by which teachers and organizations can procure funding for specific projects and/or programs. The revenue-raising potential that crowdfunding campaigns may provide a benefit for District programs and classrooms. The District further recognizes, however, that unregulated employee use of crowdfunding campaigns on behalf of the District can subject both the District and employees to significant potential legal liability.</p> <p>1. Purpose</p> <p>The purpose of this policy is to effectively regulate and establish parameters for use of crowdfunding campaigns for District purposes, on behalf of the District, or for the purpose of supplementing District programs.</p> <p>2. Definitions</p> <p>Campaign, for the purposes of this policy, is a fundraising effort designed to raise funds to meet an advertised goal or need.</p> <p>Crowdfunding, for the purposes of this policy, is the practice of funding a project or venture by raising monetary contributions, typically via the Internet, for a particular purpose or cause.</p> <p>Eligible Organizations, for purposes of this policy, include any school-sponsored student organization that has been formally recognized/approved by the Board and granted permission to engage in crowdfunding on behalf of the District, subject to the requirements of this policy. District-affiliated organizations including, but not limited to, parent/teacher organizations and booster groups for the East Stroudsburg School District are not subject to the requirements of this policy.</p> <p>3. Delegation of Responsibility</p> <p>The Superintendent or designee shall ensure that procedures and guidelines are in place to monitor all crowdfunding requests. The Superintendent or designee shall disseminate and explain information to building administration and post information on the District website. Building administration will be responsible for forwarding all information to his/her staff and eligible organizations.</p>

<p>4. Guidelines</p>	<p><u>Prohibition on Unapproved Crowdfunding on Behalf of the District</u></p> <p>District employees, including coaches and activity sponsors, may not engage in crowdfunding campaigns related to their roles or duties as a District employee or otherwise benefiting the District, including District programs, initiatives, mission, students, or staff without prior written authorization from the Superintendent or designee.</p> <p>Approved crowdfunding campaigns must operate in compliance with all laws and all other Board Policies and Administrative Guidelines.</p> <p>Only employees and/or eligible organizations with written approval from the District pursuant to this policy are permitted to utilize crowdfunding campaigns for District purposes or programs. Groups, clubs, and/or organizations that have not been granted formal recognition/approval by the Superintendent or designee may not be granted permission to engage in crowdfunding campaigns on behalf of the District.</p> <p>Employees and/or eligible organizations that have not obtained written approval pursuant to this policy may not solicit funds or items on behalf of the District on a crowdfunding website; give the appearance of soliciting funds or items on behalf of the District on a crowdfunding website; use the District's name, logo, mascot, or other identifying information in a crowdfunding post; or link to or reference any of the District's websites, social media sites, or other site, platform or account associated with the District.</p> <p>Absent written approval by the Superintendent or designee of a crowdfunding project pursuant to this policy, employees are prohibited from identifying on a crowdfunding site that they are an employee of the District, if such identification may lead a reasonable reader to infer from the crowdfunding post that the funds designated will be utilized by or within the District or for a District program. Employees may not utilize their District email address for any crowdfunding campaigns, unless the campaign has been approved by the District.</p> <p><u>Procedures</u></p> <p>Employees and eligible organizations wishing to utilize crowdfunding for District purposes or programs are required to obtain written permission for doing so by submitting a pre-approval request form, consistent with the requirements of this policy, to building administration. Written permission must be received before proceeding with any crowdfunding efforts.</p> <p>It shall be the responsibility of Superintendent or designee to review all crowdfunding requests. The pre-approval request form shall be available in school offices and/or on the District's website. Crowdfunding requests that are incomplete, not submitted in writing, and/or that do not meet the requirements of this policy shall</p>
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	<p>not be approved.</p> <p>Any employee/eligible organization must submit a written request for approval of a crowdfunding project. The written request for approval must be provided directly to building administration, as applicable, via the designated approval form and must contain the following:</p> <ul style="list-style-type: none"> a. The name, job title, school, and email address of the requester, or, if the applicant is an eligible organization, the names of and contact information for two members of the eligible organization who shall be responsible for overseeing the crowdfunding campaign; b. The crowdfunding website or physical location (site) to be used; c. The items being requested and/or the amount of funds targeted to be raised; d. The classroom, program, and/or activity to be benefited; e. The exact language that will be included in the post/advertising for the crowdfunding campaign; and f. The start and projected end dates of the post/advertising. <p>Crowdfunding requests shall not be approved unless they meet the following conditions:</p> <ul style="list-style-type: none"> a. Crowdfunding campaigns must meet the requirements set forth in this policy, including obtaining written approval and posting on a District-approved crowdfunding site; b. Where crowdfunding proceeds are in the form of funds, such funds must be sent to building administration, as applicable, who shall ensure the appropriate accounting and holding of such funds until they are used for their stated purpose; c. Funds for crowdfunding, rather than items are preferred. Where items are received from a crowdfunding project instead of monetary funds, all items become the District's property and must be delivered directly to the building administration of the building in which they will be used; d. All crowdfunding campaigns involving classroom materials, projects or resources must be consistent with the District-approved curriculum; e. Before building administration accepts technology related items, the building
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administration is responsible to confirm acceptability with the Director of Technology.

- f. All crowdfunding campaigns, including the solicitation of donations, online posting, selection of items, and/or use of funds must be consistent with all applicable laws and board policies; and
- g. All crowdfunding campaigns must have specific, pre-determined beginning and ending dates.

Crowdfunding Projects SHALL NOT:

- a. Disparage the District or any of its buildings, programs, students, or employees or paint the District or any of its employees, students, or programs in a negative light;
- b. Include pictures of District students in the crowdfunding post or on the posting individual's home or biography page on the crowdfunding site;
- c. Include identifying information of any District student on the crowdfunding site;
- d. Be used for personal gain of any individual other than the District-related benefits associated with the campaign's purpose;
- e. Result in funds and/or items being provided/delivered directly to the individual who requested the funds;
- f. Solicit funds for items or projects that are religious or political in nature or that have a religious or political purpose;
- g. Violate Title IX or any other applicable state or federal law;
- h. Be contingent on additional District spending or require "matching" funds from the District or another organization;
- i. Request food items that do not meet the "smart snacks" standards of the USDA regulations for school nutrition; or
- j. Contain language that suggests or states that an item or items for which the donations are being sought are required for or otherwise integral to a student's special education program, necessary for a student to achieve his/her IEP goals, or necessary to ensure participation of a student or students with disabilities in school or any program offered by the District.

Designation of Approved Crowdfunding Sites

All crowdfunding sites that are approved by the District must meet all of the following requirements:

- a. The site must be operated by a legitimate entity with no significant history of fraud, unlawful activity, financial mismanagement, or other misconduct.
- b. The site must have a policy that requires all funds raised by an individual on behalf of the school to go directly to the school, not the individual who posted/advertised the fundraising request.

To the extent that no crowdfunding sites available meet all of the requirements above, the District shall not approve requests for crowdfunding.

Sites designed for crowdfunding by schools and/or educators shall be given preference, if they meet the requirements of this section.

Additional Requirements and Regulations

Where a crowdfunding campaign requires the electronic transfer of funds, building administration in consultation with the Chief Financial Officer shall ensure that such transfer is made properly and in accordance with acceptable standards of practice. Where such transfer cannot be properly achieved, the campaign will not be approved.

The District reserves the right to refuse funds that have been raised through an approved crowdfunding campaign if it discovers that the project violated this policy or was in violation of the crowdfunding site's requirements, policies, and/or regulations.

The District reserves the right to terminate any pre-approved crowdfunding campaign for any reason or withhold approval for any crowdfunding campaign project for any reason.

Items obtained through crowdfunding must fulfill the purpose of the approved crowdfunding campaign.

The Chief Financial Officer shall be promptly notified of any unused funds and determine the appropriate way to expend or return the unused funds.

It shall be the responsibility of the individual whose crowdfunding campaign is approved by the Superintendent or designee to ensure that all applicable laws and rules, including rules and requirements established by the crowdfunding site, are

	<p>followed.</p> <p>All items/materials obtained through District-approved crowdfunding are the property of the District. While preference shall be given for the items/materials to be used and maintained by the employee who originally obtained them through crowdfunding (where applicable), the District reserves the right to transfer such items/materials to another classroom and/or teacher, where necessary.</p>
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Transportation Department



➤ Home ➤ Students ➤ Trips ➤ Field Trips ➤ Reports ➤ Options

Field Trip: 05513

Main Notes Documents History

*-Required Fields

*-All trips must be requested at least 20 full school day(s) in advance. (Next valid date 4/9/2019)

Requested: **03/12/19 09:45 AM By: Angelopoulos, Eleni**

Status: **Level 3 - Request Approved**

Change To: [Select New Status]

Comments:

* Field Trip Name: JT Lambert Intermediate - (8)

* School: J T Lambert Int / JTL

* Department: ACAD

* Activity: JT Lambert

Contact

* Contact: Eleni Angelopoulos

* Phone: 570-856-9255

*Phone Ext: 0

* Email: eleni-angelopoulos@esasd.net

Departure

* Depart Date: 5/6/2019 * Time: 05:00 AM

* Return Date: 5/6/2019 * Time: 09:00 PM

Departure: J T Lambert Int / JTL

Notes:

Destination

* Destination: US Capitol, Washington, DC

* Street: First Street SE

* City: Washington

* State: DC * Zip: 20004

Contact: Eleni Angelopoulos

Title: Teacher

Phone: 570 856-9255

Phone Ext:

Fax:

Email: eleni-angelopoulos@esasd.net

Notes:

Directions

Directions:

Trip Details

75

Transportation Department



[Home](#)
[Students](#)
[Trips](#)
[Field Trips](#)
[Reports](#)
[Options](#)

Field Trip: 05148

[Main](#)
[Notes](#)
[Documents](#)
[History](#)

*-Required Fields

Requested: 01/17/19 12:16 PM By: Bixler, Patricia

Status: ☐ Level 3 - Request Approved

Change To: [Select New Status]

Comments:

* Field Trip Name: Longwood Gardens Spring 2019

* School: E Stroudsburg HS - S / EHS

* Department: HSS

* Activity: HSS

Contact

* Contact: Patricia Bixler

* Phone: 5704248471

*Phone Ext: 20111

* Email: patricia-bixler@esasd.net

Departure

* Depart Date: 5/28/2019 * Time: 07:30 AM

* Return Date: 5/28/2019 * Time: 06:00 PM

Departure: [Select One]

Notes:

We will arrive around 9:30 to 10AM. Students will have 2 hours to explore the conservatory and eat lunch. Program with guided tour starts at 12 noon and runs till 1:30 PM. Students will have till 3-3:15 to return to our bus and head home by 6PM barring any traffic difficulties. Each student will pay a \$7.00 fee for the program and entrance into the garden that will be collected and sent to Longwood 2 weeks in advance of the arrival date.

Destination

* Destination: Longwood Gardens (1001 Longwood Road Kennett Square)

* Street: 1001 Longwood Road

* City: Kennett Square

* State: Pa * Zip: 19348

Contact: Judy M.

Title: School and Youth Program

Phone: 610-388-5210

Phone Ext:

Fax:

Email: k12@longwoodgardens.org

Notes:

Students will participate in activities of the high school program called Multiplying Plants and Plant Propagation. They will discover plant reproduction of gymnosperms and angiosperms. They will visit plant propagation and research greenhouses to see the behind the scenes work involved in the creation of world famous Longwood displays. The goal of activities directed by staff of Longwood is to explain how genetic technologies have

Directions

Directions:

see MapQuest

<https://www.mapquest.com/directions/list/1/us/pa/east-stroudsburg/18301-2125/279-n-courtland-st-41.006588,-75.184286/to/us/pennsylvania/longwood-gardens-373055484>

Trip Details

* Equipment:

77

SCHOOL BUS

Classification:

EHS

* Number of Students:

30

* Number of Wheel Chairs:

0

* Estimated Miles:

236 

* Estimated Hours:

11 

* Number of Adults:

5 $\frac{\Delta}{\nabla}$

* Number of Vehicles:

1

* Estimated Cost:

532

Invoicing Information:

* Code (Department/Activity)	Amount (\$)	PO	Invoice Date	Payment Date
EHS CASH (HSS/HS South)	0.00			
[Select One]				
Rows: 1	Total: 0.00			

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48

Transportation Department



➤ Home ➤ Students ➤ Trips ➤ Field Trips ➤ Reports ➤ Options

Field Trip: 05435

Main Notes Documents History

*-Required Fields

*-All trips must be requested at least 20 full school day(s) in advance. (Next valid date 4/9/2019)

Requested: **03/06/19 10:30 AM By: Bukoski, Gary**

Status: **Level 3 - Request Approved**

Change To: [Select New Status]

Comments:

* Field Trip Name: J.T. Lambert 7th grade trip to Independence Mall, Philadelphia

* School: J T Lambert Int / JTL

* Department: ACAD

* Activity: JT Lambert

Contact

* Contact: Gary Bukoski

* Phone: 570 424 8430 *Phone Ext: 17219

* Email: gary-bukoski@esasd.net

Departure

* Depart Date: 5/9/2019 * Time: 07:30 AM

* Return Date: 5/9/2019 * Time: 07:30 PM

Departure: [Select One]

Notes: Departure will take place from the JTL parking lot using private, charter buses

Destination

* Destination: Independence Mall area

* Street: Chestnut Street

* City: Philadelphia

* State: PA * Zip: 19106

Contact: Gary Bukoski

Title: 7th Grade Social Studies teacher - JTL

Phone: 570 424 8430 Phone Ext: 17219

Fax:

Email: gary-bukoski@esasd.net

Notes: Planned student attractions: National Constitution Center, Museum of the American Revolution, Liberty Bell Center, Independence Hall, Ben Franklin Museum, U.S. Mint also drive by sights of Philadelphia Museum of Art, Boat House Row, Avenue of the Arts and the Benjamin Franklin Parkway.

Directions

Directions:

79

Trip Details

* Number of Adults: 30

* Number of Vehicles: 2

* Estimated Cost: 18000

* Code (Department/Activity)	Amount (\$)	PO	Invoice Date	Payment Date
JTL STUDENT ACTIVITY FUND (JTL/JT Lambert)	0.00			
[Select One]				
Rows: 1	Total: 0.00			

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Transportation Department



► Home ► Students ► Trips ► Field Trips ► Reports ► Options

Field Trip: 05444

Main Notes Documents History

*-Required Fields

*-All trips must be requested at least 20 full school day(s) in advance. (Next valid date 4/9/2019)

Requested: **03/06/19 14:40 PM By: Gavitt, Kym**

Status: **Level 3 - Request Approved**

Change To: [Select New Status]

Comments:

* Field Trip Name: Mutter Museum HSS

* School: E Stroudsburg HS - S / EHS

* Department: HSS

* Activity: HS South

Contact

* Contact: Kym Gavitt

* Phone: 570-424-8471

*Phone Ext: 37995

* Email: kym-gavitt@esasd.net

Departure

* Depart Date: 5/28/2019 * Time: 07:30 AM

* Return Date: 5/28/2019 * Time: 03:30 PM

Departure: [Select One]

Notes: front auditorium lobby

Destination

* Destination: Mutter Museum (19 S 22nd Street Philadelphia)

* Street: 19 S 22nd Street

* City: Philadelphia

* State: Pa * Zip: 19103

Contact: Michell Henley

Title: Visitor Services Manager

Phone: 215-3992262

Phone Ext:

Fax:

Email: mhenley@collegeofphysicians.or

Notes:

Directions

Directions: 80W to 209S to 33S to 22W to 476S to 76E Vine Street Expressway to 23rd St. to Ben Franklin Pkwy to 22nd St

Trip Details

81

Invoicing Information:

Delete Request . *Map It! . Cancel/Return to List Save

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82

Transportation Department



Home Students Trips Field Trips Reports Options

Field Trip: 05246

Main Notes Documents History

***-Required Fields**

Requested: 02/19/19 09:02 AM By: Healey, Michael

Status: ☐ Level 3 - Request Approved

Change To: [Select New Status]

Comments:

* Field Trip Name: Harrisburg Capitol Tour with Representative Maureen Madden (PA-115)

* School: E Stroudsburg HS - S / EHS

* Department: HSS

* Activity: HS South

Contact

* Contact: michael Healey

* Phone: 5703320290

*Phone Ext: x20224

* Email: michael-healey@esasd.net

Departure

* Depart Date: 4/30/2019 * Time: 06:00 AM

* Return Date: 4/30/2019 * Time: 05:00 PM

Departure: [Select One]

Notes: Back of South HS

Destination

* Destination: Harrisburg PA State Capitol

* Street: 501 N 3rd St

* City: Harrisburg

* State: PA * Zip: 17120

Contact:

Title:

Phone:

Phone Ext:

Fax:

Email:

Notes:

Directions

Directions:

Trip Details

* Equipment:

83

Classification:

[Select One]

* Number of Students:

75

* Number of Wheel Chairs:

0

* Estimated Miles:

95

* Estimated Hours:

10

* Number of Adults:

10

* Number of Vehicles:

24

* Estimated Cost:

750

Invoicing Information:Rows: 1

Total: 0.00

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84

Transportation Department



Home Students Trips Field Trips Reports Options

Field Trip: 05155

Main Notes Documents History

***-Required Fields**

Requested:

01/18/19 12:06 PM By: Labar, Keith

Status:

Level 3 - Request Approved

Change To: [Select New Status]

Comments:

* Field Trip Name:

Choir/Band Adjudication - Music in the Parks

* School:

E Stroudsburg HS - N / EHN

* Department:

HSN

* Activity:

N Choir

Contact

* Contact:

Keith LaBar

* Phone:

570-350-1451

*Phone Ext: 19106

* Email:

keith-labar@esasd.net

Departure

* Depart Date:

5/24/2019

* Time: 06:30 AM

* Return Date:

5/24/2019

* Time: 10:30 PM

Departure:

[Select One]

Notes:

We will be departing from the Music Wing
The Students in the choir and band will be performing for a panel of judges. They will get remarks, comments and scores from those judges. We will be able to see other groups performing and then attend an awards ceremony later in the day at the park

Destination

* Destination:

Lebanon Valley College

* Street:

101 College Ave

* City:

Annville

* State:

PA

*

Zip: 17003

Contact:

Title:

Phone:

Phone Ext:

Fax:

Email:

Notes:

After the adjudication at Lebanon Valley College we will travel to Hershey Park

Directions

Directions:

Trip Details

* Equipment:

85

Transportation Department



Home Students Trips Field Trips Reports Options

Field Trip: 05143

You can not make changes to this field trip. This is due to security restrictions or the trip's current pending approval status.

Main Notes Documents History

*-Required Fields

Requested: **01/17/19 10:30 AM By: Piedra, Gisela**

Status: **Transportation Approved**

Change To: [Select New Status]

Comments:

* Field Trip Name: **HS SOUTH**

* School: **E Stroudsburg HS - S / EHS**

* Department: **HSS**

* Activity: **HS South**

Contact

* Contact: **Gisela Piedra**

* Phone: **570-424-8500**

*Phone Ext: **33590**

* Email: **gisela-piedra@esasd.net**

Departure

* Depart Date: **3/14/2019**

* Time: **06:00 AM**

* Return Date: **3/14/2019**

* Time: **04:30 PM**

* Departure: **E Stroudsburg HS - S / EHS**

* Notes:

Actually the name is:
West Whiteland
Township Police Dept.

Destination

* Destination: **West Whitehall Township Police Department**

* Street: **101 Commerce Drive**

* City: **Exton**

* State: **PA**

* Zip: **19341**

* Contact: **Felicity Erni**

* Title:

* Phone:

*Phone Ext:

* Fax:

* Email: **fdebacco@padui.org**

* Notes:

Directions

* Directions:

87

* Equipment:	SCHOOL BUS		* Number of Adults:	<input type="text" value="1"/>
* Classification:	[Select One]		* Number of Vehicles:	<input type="text" value="1"/>
* Number of Students:	<input type="text" value="10"/>		* Estimated Cost:	<input type="text" value="350.42001342"/>
* Number of Wheel Chairs:	<input type="text" value="0"/>			
* Estimated Miles:	<input type="text" value="0"/>			
* Estimated Hours:	<input type="text" value="0"/>			

Code (Department/Activity)	Amount (\$)	PO	Invoice Date	Payment Date
EHS STUDENT ACTIVITY FUND (HSS/HS South)	350.42			
[Select One]				
Rows: 1	Total: 350.42			

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88

Transportation Department



Home Students Trips Field Trips Reports Options

Field Trip: 05342

Main Notes Documents History

***-Required Fields**

Requested: 02/28/19 11:48 AM By: Rolando, Tina

Status: ☒ Level 3 - Request Approved

Change To: [Select New Status]

Comments:

* Field Trip Name: 5th/4th Field Trip

* School: Bushkill Elem / BES

* Department: BES

* Activity: Bushkill

Contact

* Contact: Tina Rolando

* Phone: 570-588-4400

*Phone Ext: 11013

* Email: tina-rolando@esasd.net

Departure

* Depart Date: 5/15/2019 * Time: 07:30 AM

* Return Date: 5/15/2019 * Time: 06:00 PM

Departure: Bushkill Elem / BES

Notes:

Destination

* Destination: Liberty Science Center (222 Jersey City Blvd Jersey City)

* Street: 222 Jersey City Blvd

* City: Jersey City

* State: NJ * Zip: 07305

Contact: Diane Absolam

Title:

Phone: 201-253-1310

Phone Ext:

Fax:

Email:

Notes:

Directions

Directions:

Trip Details

* Equipment:

CHARTER BUS

Classification:

BES

* Number of Students:

150

* Number of Wheel Chairs:

0

* Estimated Miles:

0

* Estimated Hours:

0

* Number of Adults:

38


* Number of Vehicles:

4

* Estimated Cost:

4000

Invoicing Information:

* Code (Department/Activity)	Amount (\$)	PO	Invoice Date	Payment Date	
BES CASH (BES/Bush)	0.00				
[Select One]					
Rows: 1	Total: 0.00				

Delete Request

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Transportation Department

[Home](#) [Students](#) [Trips](#) [Field Trips](#) [Reports](#) [Options](#)

Field Trip: 05405

[Main](#) [Notes](#) [Documents](#) [History](#)

*-Required Fields

Requested: 03/05/19 10:56 AM By: Strazzeri, Catherine

Status: ☐ Level 3 - Request Approved

Change To: [Select New Status]

Comments:

* Field Trip Name: Medieval Times in Lyndhurst, NJ

* School: E Stroudsburg HS - N / EHN

* Department: HSN

* Activity: HS North

Contact

* Contact: Catherine M Strazzeri

* Phone: 5705884420

*Phone Ext: 19651

* Email: catherine-strazzeri@esasd.net

Departure

* Depart Date: 4/25/2019 * Time: 07:30 AM

* Return Date: 4/25/2019 * Time: 02:00 PM

Departure: E Stroudsburg HS - N / EHN

Notes:

Destination

* Destination: Medieval Times

* Street: 149 Polito Avenue

* City: Lyndhurst, NJ

* State: PA * Zip: 07071

Contact:

Title:

Phone:

Phone Ext:

Fax:

Email:

Notes:

Directions

Directions:

Trip Details

* Equipment:

Transportation Department



Home Students Trips Field Trips Reports Options

Field Trip: 05336

Main Notes Documents History

***-Required Fields**

Requested: 02/28/19 08:49 AM By: Toth, Donald

Status: ☐ Level 3 - Request Approved

Change To: [Select New Status]

Comments:

* Field Trip Name: Media Design to NYC 2019

* School: J T Lambert Int / JTL

* Department: ACAD

* Activity: JT Lambert

Contact

* Contact: Donald Terry Toth

* Phone: 570-424-8430

*Phone Ext: 17225

* Email: donald-toth@esasd.net

Departure

* Depart Date: 4/23/2019 * Time: 08:00 AM

* Return Date: 4/23/2019 * Time: 07:00 PM

Departure: J T Lambert Int / JTL

Notes: Trip to NYC to see the International Auto Show. Purpose of the trip is to see professional displays and their utilization of technology in marketing.

Destination

* Destination: Times Square (1 Times Square New York)

* Street: 1 Times Square

* City: New York

* State: NY * Zip: 10036

Contact:

Title:

Phone: 212-222-1111

Phone Ext:

Fax:

Email:

Notes: STUDENTS WILL EAT LUNCH AT DAVE & BUSTERS ON 42NS STREET, THEN WALK TO THE JAVITS CENTER.

Directions

Directions: ROUTE 80 TO ROUTE 3 TO LINCOLN TUNNEL.
DROP OFF AT 42ND BETWEEN 7TH AND 8TH AVE.
PICK UP AT JAVITS CENTER AT 38TH AND 11TH AVE.

Trip Details

* Equipment:

93

CHARTER BUS				
Classification:	JTL			
* Number of Students:	43		* Number of Adults:	10
* Number of Wheel Chairs:	0		* Number of Vehicles:	1
* Estimated Miles:	160		* Estimated Cost:	3600
* Estimated Hours:	11			
Invoicing Information:				
* Code (Department/Activity)	Amount (\$)	PO	Invoice Date	Payment Date
JTL PTO (JTL/JT Lambert)	0.00			
[Select One]				
Rows: 1		Total: 0.00		
<div style="display: flex; justify-content: space-between; align-items: center;"> Delete Request *Map It! Cancel/Return to List Save </div>				

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[Home](#)
[Students](#)
[Trips](#)
[Field Trips](#)
[Reports](#)
[Options](#)

Field Trip: 05244

[Main](#)
[Notes](#)
[Documents](#)
[History](#)

*-Required Fields

Requested: 02/18/19 04:12 AM By: Coke, Lucianna

Status: ☒ Level 3 - Request Approved

Change To: [Select New Status]

Comments:

* Field Trip Name: HS South - FBLA STATE COMPETITION

* School: E Stroudsburg HS - S / EHS

* Department: HSS

* Activity: HS South

Contact

* Contact: Lucianna Coke

* Phone: 570-424-8500

*Phone Ext: 20206

* Email: lucianna-coke@esasd.net

Departure

* Depart Date: 4/7/2019 * Time: 10:00 AM

* Return Date: 4/10/2019 * Time: 10:00 AM

Departure: [Select One]

Notes: Times are estimates until further notice from director of FBLa.

Destination

* Destination: Hershey Lodge/Convention Center (325 University Drive Hershey)

* Street: 325 University Drive

* City: Hershey

* State: Pa * Zip: 17033

Contact:

Title:

Phone: 717-533-3311

Phone Ext:

Fax:

Email:

Notes: This bus will be paid for by the ESHSS Business Department.

Directions

Directions:

95

Trip Details

* Equipment:

96

Transportation Department



➤ Home ➤ Students ➤ Trips ➤ Field Trips ➤ Reports ➤ Options

Field Trip: 05485

Main Notes Documents History

*-Required Fields

*-All trips must be requested at least 20 full school day(s) in advance. (Next valid date 4/9/2019)

Requested: **03/07/19 15:28 PM By: Nute, Katherine**

Status: **Level 3 - Request Approved**

Change To: [Select New Status]

Comments:

* Field Trip Name: Key Club Weekend Trip to Camp Conrad Weiser

* School: E Stroudsburg HS - N / EHN

* Department: HSN

* Activity: HS North

Contact

* Contact: Katherine Nute

* Phone: 570-588-4420

*Phone Ext: 34372

* Email: katherine-nute@esasd.net

Departure

* Depart Date: 4/26/2019 * Time: 01:45 PM

* Return Date: 4/28/2019 * Time: 02:00 PM

Departure: E Stroudsburg HS - N / EHN

Notes: Key and Leo Club will be renting a van through Leasing company Acar Leasing with club funds. Advisor, Ms. Nute, will be driving.

Destination

* Destination: Camp Conrad Weiser (201 Cushion Peak Road Reinholds)

* Street: 201 Cushion Peak Road

* City: Reinholds

* State: Pa * Zip: 17569

Contact: Stefanie Stamatopoulos

Title: Youth Leadership Director

Phone: 610-670-2267

Phone Ext:

Fax:

Email: stef@stefstam.com

Notes:

Directions

Directions:

Trip Details

Invoicing Information:

[Delete Request](#) [*Map It!](#) [Cancel/Return to List](#) [Save](#)

2018-2019

Logged In: Wisotsky, Debra
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98

Transportation Department



Home Students Trips Field Trips Reports Options

Field Trip: 05486

Main Notes Documents History

*-Required Fields

*-All trips must be requested at least 20 full school day(s) in advance. (Next valid date 4/9/2019)

Requested: **03/07/19 15:39 PM By: Nute, Katherine**

Status: **Level 3 - Request Approved**

Change To: [Select New Status]

Comments:

* Field Trip Name: Leo Club Leadership Weekend to Camp Victory

* School: E Stroudsburg HS - N / EHN

* Department: HSN

* Activity: HS North

Contact

* Contact: Katherine Nute

* Phone: 570-588-4420

*Phone Ext: 34372

* Email: katherine-nute@esasd.net

Departure

* Depart Date: 5/10/2019 * Time: 01:00 PM

* Return Date: 5/12/2019 * Time: 01:00 PM

Departure: E Stroudsburg HS - N / EHN

Notes: Sophomores and Junior Key and Leo Club members will be attending this trip. Van will be paid from Key & Leo Club funds to Acar Leasing. Ms. Nute, Key and Leo Advisor, will be driving students.

Destination

* Destination: Camp Victory

* Street: 58 Camp Victory Road

* City: Milleville

* State: PA * Zip: 17846

Contact: Lisa Leon

Title: Stroudsburg Lions Club Secretary

Phone: 1-570-656-2462

Phone Ext:

Fax:

Email: lisaleon@gmail.com

Notes:

Directions

Directions:

Trip Details

Invoicing Information:

[Delete Request](#) [*Map It!](#) [Cancel/Return to List](#) [Save](#)

2018-2019

Logged In: Wisotsky, Debra
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Transportation Department



Home Students Trips Field Trips Reports Options

Field Trip: 05396

Main Notes Documents History

*-Required Fields

*-All trips must be requested at least 20 full school day(s) in advance. (Next valid date 4/9/2019)

Requested: **03/01/19 16:17 PM By: Sanker, Donald**

Status: **Level 3 - Request Approved**

Change To: [Select New Status]

Comments:

* Field Trip Name: Key Leader

* School: E Stroudsburg HS - S / EHS

* Department: HSS

* Activity: HSS

Contact

* Contact: Rick Sanker

* Phone: 4123030513

*Phone Ext: 20104

* Email: donald-sanker@esasd.net

Departure

* Depart Date: 4/26/2019 * Time: 08:00 AM

* Return Date: 4/28/2019 * Time: 04:00 PM

Departure: E Stroudsburg HS - S / EHS

Notes: Kiwanis will provide transportation

Destination

* Destination: Camp Conrad Weiser (201 Cushion Peak Road Reinholds)

* Street: 201 Cushion Peak Road

* City: Reinholds

* State: Pa * Zip: 17569

Contact:

Title:

Phone: 610-670-2267

Phone Ext:

Fax:

Email:

Notes:

Directions

Directions:

Trip Details

101

*Map It! is a service provided by Google.com. Transfinder is not responsible for the information returned by Google.com or its mapping services.

102

**COURT OF COMMON PLEAS OF MONROE COUNTY
FORTY-THIRD JUDICIAL DISTRICT
COMMONWEALTH OF PENNSYLVANIA**

MC VILLAGE, LP,	:	
Petitioner	:	No. 8096 CV 2018
	:	
v.	:	
	:	
MONROE COUNTY BOARD OF	:	
ASSESSMENT REVISION,	:	
MONROE COUNTY,	:	
SMITHFIELD TOWNSHIP, and	:	
EAST STROUDSBURG AREA	:	
SCHOOL DISTRICT,	:	
Respondents	:	

ORDER

AND NOW, this ____ day of _____, 2019, upon consideration of the Settlement Stipulation filed by the parties to this matter and attached hereto, the Settlement Stipulation is hereby approved and entered as an Order of the Court. The trial in this matter scheduled for the 29th day of May, 2019 is accordingly cancelled.

BY THE COURT:

ARTHUR L. ZULICK, J.

cc: Brian P. Stahl, Esq.
Christopher S. Brown, Esq.
Jeffrey A. Durney, Esq.

**COURT OF COMMON PLEAS OF MONROE COUNTY
FORTY-THIRD JUDICIAL DISTRICT
COMMONWEALTH OF PENNSYLVANIA**

MC VILLAGE, LP,	:	
Petitioner	:	No. 8096 CV 2018
	:	
v.	:	
	:	
MONROE COUNTY BOARD OF	:	
ASSESSMENT REVISION,	:	
MONROE COUNTY,	:	
SMITHFIELD TOWNSHIP, and	:	
EAST STROUDSBURG AREA	:	
SCHOOL DISTRICT,	:	
Respondents	:	

SETTLEMENT STIPULATION

AND NOW come the Parties, by and through their respective counsel, and stipulate and agree that the above captioned tax assessment appeal shall be resolved upon the following terms and conditions, and respectfully request your Honorable Court to approve same:

I. BACKGROUND

1. This is a tax assessment appeal concerning the property known by Tax Parcel No. 16/5/1/20-1, located in the Smithfield Township, Monroe County, Pennsylvania (hereinafter “the Property”).
2. Smithfield Township was properly served with the petition in this matter but has declined to enter an appearance or otherwise participate.
3. The Parties have entered into a settlement stipulation as set forth herein.

II. TERMS OF AGREEMENT

4. The foregoing recitals are incorporated as if fully set forth herein.

5. The Parties agree that the assessed value for the Property for the 2019 tax year shall be \$384,880.

6. Any refunds due and owing to taxpayer as a result of this change in assessed value shall be payable by the appropriate taxing authority by check to "MC Village, LP," and forwarded to Brian P. Stahl, Esq., Hourigan, Kluger & Quinn, 600 3rd Avenue, Kingston, PA 18704, within 90 days of the date upon which this Settlement Stipulation is approved as an Order of Court.

7. Counsel for MC Village, LP, shall praecipe the Prothonotary to have the related matter indexed to Monroe County Docket No. 8097 CV 2018 discontinued with prejudice within 30 days of the date upon which this Settlement Stipulation is approved as an Order of Court.

8. The Parties agree that this Settlement Stipulation is the settlement of a disputed issue and that this Settlement Stipulation shall not be used to value any other property, in an assessment appeal or otherwise. Further, this Settlement Stipulation and the values agreed to herein shall not be binding on the parties in any future assessment appeals involving the Property at issue in this case or any other property.

9. The undersigned counsel executing this Stipulation on behalf of the parties warrant and represent that each is duly authorized to execute this Stipulation on behalf of such party.

10. This Stipulation to Settle and corresponding Court Order shall be binding on the undersigned and the undersigned clients, and any and all successors in interest.

11. All parties hereto shall bear their own costs and expenses.

12. This Stipulation to Settle incorporates the entire understanding of the agreement between the parties.

13. This Stipulation to Settle may be executed in counterparts.

WHEREFORE, the Parties, through their undersigned counsel, respectfully request this Honorable Court enter an Order approving this Settlement Stipulation.

Christopher S. Brown
11 North Eighth St.
Stroudsburg, PA 18360
(570) 421-5653
Attorney for East Stroudsburg Area
School District

Jeffrey A. Durney
Royle & Durney
2937 Rte. 611, Merchants Plaza
P.O. Box 536
Tannersville, PA 18372
(570) 620-0320
Attorney for Monroe County
Board of Assessment Revision

Brian P. Stahl
Hourigan, Kluger & Quinn
600 3rd Avenue
Kingston, PA 18704
(570) 287-3000
Attorney for MC Village, LP

APPLICATION FOR PAYMENT
PROPERTY ACQUIRED BY STATE
FOR WATER CONSERVATION OR FLOOD PREVENTION
(Section 604 of School Code)

SCHOOL DISTRICT	AUN	SCHOOL YEAR
East Stroudsburg Area SD	120452003	2018-2019

This application is for Payment in Lieu of Taxes on property in Pike County,
acquired by the state for the purpose of water conservation or flood prevention in the
National Recreation Area project.

School district (or component former district) from which property was acquired:
Lehman Township

Assessed valuation of property at time of acquisition: \$94,371.00

Tax rate for school purposes during school year for which application is made: 123.6600 mills

Amount due school district (assessed valuation x mills): \$11,669.92

SIGNATURES

District Superintendent:

President of School Board:

Secretary of School Board:

Scan and email the signed form to: ra-EdSubsidyData@pa.gov

COPY

**BID FOR EAST STROUDSBURG AREA SCHOOL DISTRICT
HIGH SCHOOL NORTH & LEHMAN INTERMEDIATE SCHOOL
ROOF REPLACEMENT**

Submitted To:

East Stroudsburg Area School District

50 Vine Street

East Stroudsburg, PA 18301

Submitted By:

Jottan, Inc.

PO Box 166

Florence, NJ 08518

**THIS BID FORM SHALL NOT BE ALTERED IN ANY MANNER. ANY ALTERED BID
FORMS SHALL BE CONSIDERED NON-RESPONSIVE AND WILL BE REJECTED.**

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the Contract Documents.
2. BIDDER accepts all of the terms and conditions of the Instructions to Bidders, including without limitation, those dealing with disposition of Bid Security. This Bid will remain open for SIXTY (60) days after the day of Bid Opening. BIDDER will sign the Agreement and submit the Contract Security and other documents required by the Contract Documents within ten (10) days after the date of OWNER'S Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:
 - a. BIDDER has examined copies of all Contract Documents, Advertisement to Bid, the Instructions to Bidders. Additionally, the Bidder hereby acknowledges receipt of the following addenda:

Addenda No.	#1	#2	_____	_____	_____
-------------	----	----	-------	-------	-------
 - b. BIDDER has examined the site and locality where the Work is to be performed, the legal requirements (federal, state, and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations, as BIDDER deems necessary. Failure to visit the project site shall be no reason for future request for additional compensation or costs of any kind.
 - c. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for himself any advantage over any other Bidder or OWNER.

EAST STROUDSBURG AREA SCHOOL DISTRICT
HIGH SCHOOL NORTH & LEHMAN INTERMEDIATE SCHOOLS
ROOF REPLACEMENT

4. The BIDDER agrees to perform the various items of Work for the following Single Lump Sum Price:

BASE BID PROPOSAL:

Single Prime Contract Base Bid Price (**INCLUDING** Project Allowances) for all work indicated on the Contract Documents.

Six million five hundred fifty six thousand eight hundred sixty seven Dollars.
(Words)

(\$ 6,556,867.00)
(Figures)

5. **ALTERNATES:** The Bidder agrees that the Owner shall have the right to accept or reject any or all of the following alternates, which acceptance or rejection shall enter into the determination of the low bidder. The Bidder agrees that the contract time shall not be increased on account of the acceptance of any one or combination of alternates unless specifically stated in such Alternate descriptions. The Bidder agrees that the Owner shall have the right to accept an alternate that is higher in price than the base bid or other alternate. Alternates Prices shall include the cost of furnishing, installing all materials, labor, tools, equipment and other incidentals necessary to complete the work in accordance with the design intent, manufacturers' recommendations, building codes and the project specifications. Do not adjust material allowance under any alternate bid items. Indicate whether alternate price is an add or deduct when a choice is provided.

ALTERNATE No. 1: The Bidder shall provide a cost to be **ADDED** / [REDACTED] from the Base Bid amount to provide a 30-year warranty Garland roof as specified in Section 075201 in lieu of the Base Bid roof specified in Section 075200.

ADD / [REDACTED] Four hundred fifty one thousand seven hundred sixty eight Dollars.
(Words)

\$ 451,768.00
(Figures)

6. **UNIT PRICES:** OWNER to make adjustments to the Contract based on the actual field conditions encountered using the Unit Prices included with the proposal. The BIDDER agrees that OWNER reserves the right to reject or otherwise not agree to use the Unit Prices submitted, if in the Owner's opinion, the nature or quantity of the work encountered is such that the unit price cost no longer applies to the Work. The Owner also reserves the right to solicit independent proposals as required by the Department of Education guidelines, under a separate contract to perform the services required. **The responsiveness of the Bid and if the Bid is responsible, may be determined by the Owner on the basis of the Unit Prices proposed by the Bidder. Unit prices shall be consistent with verifiable average costs for the work to be performed. Bidders agree that a proposal may be rejected if the Unit Prices submitted are inconsistent with the average cost.** Under NO circumstances will BIDDER perform Unit Price Work without prior written authorization from OWNER. Unit Prices shall include costs for furnishing and installing all materials, labor, tools, equipment, and other incidental necessary to complete the specified operation.

EAST STROUDSBURG AREA SCHOOL DISTRICT
HIGH SCHOOL NORTH & LEHMAN INTERMEDIATE SCHOOLS
ROOF REPLACEMENT

UNIT PRICE 1: BIDDER agrees to replace deteriorated 1½" 20 ga. galvanized metal roof decking as instructed by Engineer. New metal decking to match existing size, configuration and attachment requirements.

Unit Price 1: \$ 8.50 per sq. ft.

UNIT PRICE 2: BIDDER agrees to remove existing deteriorated lightweight insulating concrete deck, prepare surface, and apply Siplast Zono-patch to deteriorated concrete roof deck up to 2" thick in accordance with manufacturer's recommendations. Areas are to be selected and marked on site by the Engineer.

Unit Price 2: \$ 17.50 per sq. ft.

UNIT PRICE 3: BIDDER agrees to provide the repointing of brick veneer. Remove existing mortar up to ½" deep and install new mortar to match existing. Areas are to be selected and marked on site by the Engineer.

Unit Price 3: \$ 23.00 per sq. ft.

UNIT PRICE 4: BIDDER agrees to remove and replace existing brick units to make necessary mortar joint and/or flashing repairs in existing walls. Areas are to be selected and marked on site by the Engineer.

Unit Price 4: \$ 121.00 per sq. ft.

UNIT PRICE 5: BIDDER agrees to furnish and install 6" wide with one 90 degree bend brake formed .050 aluminum flashing with clear anodized finish. Coordinate locations and extent with the Engineer.

Unit Price 5: \$ 25.00 per linear ft.

UNIT PRICE 6: BIDDER agrees to provide a roofer at the following hourly rate.

Unit Price 6: \$ 126.50 per hour

7. **PROJECT QUANTITY ALLOWANCE:** The Engineer must field measure and approve all allowance work prior to the Contractor performing the Work. Should the allowance amount be exceeded, the Contractor will be paid by Change Order addition at the Unit Price established for the related Work. Similarly, should the allowance amount be less than the allowed amount, the Contractor will credit the Owner for the unused quantity in accordance with the related Unit Price by a Change Order credit.

EAST STROUDSBURG AREA SCHOOL DISTRICT
HIGH SCHOOL NORTH & LEHMAN INTERMEDIATE SCHOOLS
ROOF REPLACEMENT

BIDDER agrees to include in the Base Bid Price, in addition to the Work shown on the Drawings and Specifications the following:

Quantity Allowance 1:	3,000 sq. ft. at Unit Price 1:	\$ <u>25,500.00</u>
Quantity Allowance 2:	3,000 sq. ft. at Unit Price 2:	\$ <u>52,500.00</u>
Quantity Allowance 3:	1,000 sq. ft. at Unit Price 3:	\$ <u>23,000.00</u>
Quantity Allowance 4:	1,000 sq. ft. at Unit Price 4:	\$ <u>121,000.00</u>
Quantity Allowance 5:	1,500 linear ft. at Unit Price 5:	\$ <u>37,500.00</u>
Quantity Allowance 6:	360 hours at Unit Price 6:	\$ <u>48,915.00</u>
Total Project Allowance (Include in Base Bid):		\$ <u>308,415.00</u>

8. Bidder accepts the provisions of the Agreement as to the liquidated damages in the event of failure to complete the Work by the date defined in Section 011000 – SUMMARY.
9. In submitting this Bid, it is understood that the OWNER reserves the unrestricted right to reject any and all bids, or to waive any informalities or technicalities in said Bids.
10. Bidder understands that Owner reserves the right to consider Alternates Prices in determining the low bidder. All Alternate Prices shall include costs for furnishing and installing all materials, labor, tools equipment, and other incidentals necessary to complete the specified operation in accordance with the Project Specifications and the manufacturer's recommendations.
11. Accompanying this Bid is Security in the form of Bid Bond in the amount of ten percent (10%) of the total of the Base Bid and all possible add alternates.

EAST STROUDSBURG AREA SCHOOL DISTRICT
HIGH SCHOOL NORTH & LEHMAN INTERMEDIATE SCHOOLS
ROOF REPLACEMENT

In witness whereof, the undersigned has caused this Proposal to be executed this 4th day of March, 2019.

INDIVIDUAL

By _____
(Name)

(Print or Type Name)

Doing business as _____

Business Address _____

Telephone Number (____) _____ Email Address _____

PARTNERSHIP

By _____
(Firm Name)

General Partner _____
(Signature)

(Print or Type Name and Title)

Business Address _____

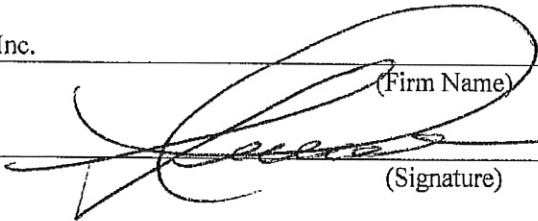
Telephone Number (____) _____

Email Address _____

EAST STROUDSBURG AREA SCHOOL DISTRICT
HIGH SCHOOL NORTH & LEHMAN INTERMEDIATE SCHOOLS
ROOF REPLACEMENT

CORPORATION

Jottan, Inc.

(Firm Name)
By 

(Signature)
Jeff Newman, Vice-President

(Title)

Print or Type Name of Person Authorized to Sign

State of Incorporation New Jersey

Business Address PO Box 166

Florence, NJ 08518

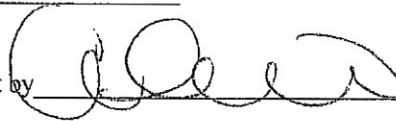
Telephone Number (609) 447-6200

Email Address toby@jottan.com

Caroline Smith

Print or Type Name of Person

Attest by



Corporate Seal

AIA Document A310™ – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Jottan, Inc.
P.O. Box 166
Florence, NJ 08518

SURETY:

(Name, legal status and principal place of business)

Liberty Mutual Insurance Company
2200 Renaissance Boulevard, Suite 400
King of Prussia, PA 19406-2755

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

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

BOND AMOUNT: Ten Percent (10%) of amount bid

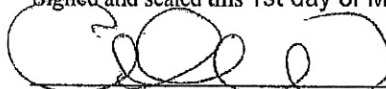
PROJECT: East Stroudsburg Area School District High School North & Lehman Intermediate Schools Roof Replacement
(Name, location or address, and Project number, if any)


The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 1st day of March, 2019


(Witness)


Kelly Byrne, Witness

Jottan, Inc.
(Principal)

(Seal)

(Title)
Liberty Mutual Insurance Company
(Surety)

(Seal)

Dawn M. Jones, Attorney-in-Fact

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured

AGREEMENT OF SURETY



LIBERTY MUTUAL INSURANCE COMPANY
FINANCIAL STATEMENT — DECEMBER 31, 2017

Assets		Liabilities	
Cash and Bank Deposits.....	\$370,003,299	Unearned Premiums.....	\$7,503,154,587
*Bonds — U.S Government	1,331,664,975	Reserve for Claims and Claims Expense.....	19,658,731,454
*Other Bonds.....	11,127,053,004	Funds Held Under Reinsurance Treaties.....	224,693,828
*Stocks	16,367,850,688	Reserve for Dividends to Policyholders.....	967,520
Real Estate	272,895,626	Additional Statutory Reserve.....	52,491,027
Agents' Balances or Uncollected Premiums.....	5,258,657,823	Reserve for Commissions, Taxes and	
Accrued Interest and Rents.....	100,341,596	Other Liabilities	4,049,392,852
Other Admitted Assets.....	<u>11,192,287,530</u>	Total	\$31,489,431,268
Total Admitted Assets.....	<u>\$46,020,754,541</u>	Special Surplus Funds.....	\$176,230,822
		Capital Stock.....	10,000,000
		Paid in Surplus.....	9,484,316,385
		Unassigned Surplus.....	4,860,776,066
		Surplus to Policyholders	<u>14,531,323,273</u>
		Total Liabilities and Surplus	<u>\$46,020,754,541</u>



* Bonds are stated at amortized or investment value; Stocks at Association Market Values.
The foregoing financial information is taken from Liberty Mutual Insurance Company's financial statement filed with the state of Massachusetts Department of Insurance.

I, TIM MIKOLAJEWSKI, Assistant Secretary of Liberty Mutual Insurance Company, do hereby certify that the foregoing is a true, and correct statement of the Assets and Liabilities of said Corporation, as of December 31, 2017, to the best of my knowledge and belief.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Corporation at Seattle, Washington, this 16th day of March, 2018.

T. Mikolajewski

Assistant Secretary

THIS POWER OF ATTORNEY IS NOT VALID UNLESS IT IS PRINTED ON RED BACKGROUND.

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Certificate No. 8180311

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Kenneth A. Gelok; Dawn M. Jones; Scott R. Kuzmic; Jeanne Primavera

all of the city of Farmingdale, state of NY, each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 17th day of August, 2018.



The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company

By: David M. Carey
David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 17th day of August, 2018, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 28, 2021
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS - Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts - SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 1st day of March, 20 19



By: Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary



COMMONWEALTH OF PENNSYLVANIA
INSURANCE DEPARTMENT

CERTIFICATE OF AUTHORITY

Casualty

Effective Date: April 1, 2018

LIBERTY MUTUAL INSURANCE COMPANY

NAIC NO. 23043

HAS COMPLIED WITH THE REQUIREMENTS OF THE LAWS OF THE COMMONWEALTH OF PENNSYLVANIA RELATING TO ADMISSION IN SAID COMMONWEALTH FOR THE PURPOSE OF TRANSACTING INSURANCE BUSINESS IN PENNSYLVANIA AND THAT THE ABOVE NAMED COMPANY IS HEREBY AUTHORIZED TO TRANSACT THE BUSINESS OF:

Accident and Health 40 P.S. s 382(c)(2)	Auto Liability 40 P.S. s 382(c)(11)
Boiler and Machinery 40 P.S. s 382(c)(5)	Burglary and Theft 40 P.S. s 382(c)(6)
Credit 40 P.S. s 382(c)(7)	Elevator 40 P.S. s 382(c)(9)
Fidelity and Surety 40 P.S. s 382(c)(1)	Glass 40 P.S. s 382(c)(3)
Inland Marine and Physical Damage 40 P.S. s 382(b)(2)	Livestock 40 P.S. s 382(c)(10)
Mine and Machinery 40 P.S. s 382(c)(12)	Ocean Marine 40 P.S. s 382(b)(3)
Other Liability 40 P.S. s 382(c)(4)	Personal Property Floater 40 P.S. s 382(c)(13)
Property and Allied Lines 40 P.S. s 382(b)(1)	Water Damage 40 P.S. s 382(c)(8)
Workers Compensation 40 P.S. s 382(c)(14)	

FOR THE YEAR ENDING MARCH 31, 2019 IN ACCORDANCE WITH ITS CHARTER AND IN CONFORMITY WITH THE LAWS OF SAID COMMONWEALTH OF PENNSYLVANIA.



IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED MY OFFICIAL SEAL, THE DATE AND YEAR FIRST ABOVE WRITTEN.

Jessica K. Altman
INSURANCE COMMISSIONER

EAST STROUDSBURG AREA SCHOOL DISTRICT
HIGH SCHOOL NORTH & LEHMAN INTERMEDIATE SCHOOLS
ROOF REPLACEMENT

NON-COLLUSION AFFIDAVIT

State of New Jersey :

SS

County of Burlington :

I state that I am Vice-President of Jottan, Inc.
(Title) (Name of Firm)

And that I am authorized to make this Affidavit on behalf of my firm, and its Owners, Directors and Officers. I am the person responsible in my firm for the price(s) and the amount of this Bid.

I state that:

1. The price(s) and amount of this Bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this Bid, and neither the approximate price(s) nor approximate amount of this Bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before Bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this Bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
4. The Bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
5. Jottan, Inc., its affiliates,
(Name of My Firm)
subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal Law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract except as follows:

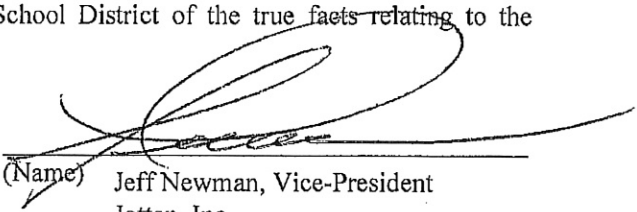
None

EAST STROUDSBURG AREA SCHOOL DISTRICT
HIGH SCHOOL NORTH & LEHMAN INTERMEDIATE SCHOOLS
ROOF REPLACEMENT

I state that Jottan, Inc.
(Name of My Firm)

Understands and acknowledges that the above representations are material and important, and will be relied on by the East Stroudsburg Area School District in awarding the contract(s) for which this Bid is submitted.

I understand and my firm understands that any misstatement in this Affidavit is and shall be treated as fraudulent concealment from East Stroudsburg Area School District of the true facts relating to the submission of bids for this contract.



(Name) Jeff Newman, Vice-President
Jottan, Inc.

(Company, Position)

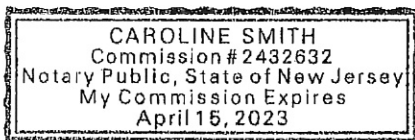
SWORN TO AND SUBSCRIBED

BEFORE ME THIS 4th DAY

of March, 2019.


Notary Public

My Commission Expires _____



EAST STROUDSBURG AREA SCHOOL DISTRICT
HIGH SCHOOL NORTH & LEHMAN INTERMEDIATE SCHOOLS
ROOF REPLACEMENT

LETTER OF INSURER

DATE: 3/4/19

TO: Mr. Thomas McIntyre
East Stroudsburg Area School District
50 Vine Street
East Stroudsburg, PA 18301

Dear Mr. McIntyre:

The undersigned insurance agent, licensed to do business in the Commonwealth of Pennsylvania and authorized to issue this letter on behalf of the following insurance company or companies:

CNA Insurance Companies: National Fire Insurance Co of Hartford and American

Casualty Company of Reading, PA

hereby represents that if

Jottan, Inc.

(Insert name of Bidder)

is awarded the contract for the construction of the project, as is described in the Contract for Construction, then the above-named insurance company or companies will issue insurance, naming East Stroudsburg Area School District and its Engineer/Construction Manager as additional insured, for the coverages and in the amounts required by the Contract Documents, as set forth in Article 5 of the General Conditions.

Barbara Golden, E K McConkey & Company, Inc.

(Name of Agent)

By:

Barbara Golden

(Authorized Representative)

EAST STROUDSBURG AREA SCHOOL DISTRICT
HIGH SCHOOL NORTH & LEHMAN INTERMEDIATE SCHOOL
ROOF REPLACEMENT

QUALIFICATIONS QUESTIONNAIRE

Date: March 4 , 2019

1. Companies that wish to bid on this Project must submit this Qualification Statement with their bids.
2. Only Companies which are determined to be responsible contractors under applicable law will be designated as qualified bidders.
3. The Instructions to Bidders and Supplementary Instructions to Bidders govern the Owner's consideration of this completed Qualification Statement and any other requirements that will be considered in making an award.
4. All prospective bidders must complete this form by answering all questions, and supplying all requested documents, using the spaces indicated (with additional pages if necessary) and attaching documents as required and submit the completed form with their bid by the deadline established in the Invitation to Bid.

I. Capability

1. Form of organization (sole proprietorship, partnership, corporation, etc.)
Corporation

2. Years the organization has been in business as a contractor under its present name.
44

3. List of all affiliated or subsidiary organizations and companies.
N/A

4. List of all organizations and individuals who have a financial interest of or a specified percentage in the company.
Toby Chrostowski, President - 100%

5. Any other organization or individual who controls bidding or operation of the organization.
N/A

6. Identification of all offices.
Corporate Office: 61 Cathy Lane, Burlington NJ 08518 (Physical Location)
Mailing: PO Box 166, Florence, NJ 08518

7. The numbers, categories and locations of all employees and officers.
All employees located in Florence, NJ
Office personnel: 23
Field personnel: 75-100

8. The officers, administrators, managers and superintendents who will be assigned to the project - identification of qualifications, with specific attention to years in present position, years of construction experience, and magnitude and type of work.
Jeff Newman: Vice-President
George Gulla: Project Manager
Sarah Larkin: Project Coordinator
Mary Pellachio: Controller
*See Attached

9. Any work the organization has performed for the Bethlehem Area School District.
None

10. Other public work that the organization has performed in Pennsylvania (up to ten most recent projects). For each, identify the name and address of owner, location of project, nature of contract (prime, sub, etc.), contract amount, change orders, final contract amount, if completed on time, kind of work, and nature of project.
*See attached

11. Other projects involving multi-prime contracts on which the organization has served as a prime contractor (up to ten most recent projects). For each, identify the name and address of owner, location of project, nature of contract (prime, sub, etc.), contract amount, change orders, final contract amount, if completed on time, kind of work, and nature of project.
*See attached

12. Other projects for the type of construction that is to be undertaken, performed by the organization at any time. For each, identify the name and address of owner, location of project, nature of contract (prime, sub, etc.), contract amount, kind of work, and nature of project.
*See attached

13. Projects constructed with Critical Path Method (CPM) or some other form of computerized project scheduling and capabilities that otherwise can be provided. For each, identify the name and address of owner, location of project, nature of contract (prime, sub, etc.), contract amount, kind of work, and nature of project.

Septa 69th Street & MLF Roofs, Philadelphia PA

Owner: Southeastern PA Transportation Authority

Prime - Contract Amount: \$1,433,647.00

NJ Transit GOB Roof Replacement - Maplewood NJ

Owner: NJ Transit, Newark NJ

Prime - Contract Amount: \$3,028,990.92

14. Projects awarded but which the organization failed to complete. Identify dates, name and address of owner, name and location of project and kind of work, and the reasons the project was not completed.

None

15. Equipment owned that will be utilized on the project by type, size or capacity, years of service, and condition.

*See attached

16. Leased equipment that will be utilized on the project by type, size or capacity, years of service, and condition.

None

17. Portion of the contract to the nearest ten percent (10%) that the bidder expects to perform using its own labor and equipment.

100%

II. Financial Integrity

1. Attach the most recent audited and CPA certified financial statement, with certification, date of preparation, name and address of preparer (financial information can be treated as confidential if placed in a sealed envelope and marked as such).

2. Net working capital (current assets over current liabilities) and date of determination.

12/31/18 \$7,853,593.00

3. Identification of credit lines, with information on the total lines, amounts drawn down and amounts remaining.

*See attached

4. Identification of the contractor's surety for the required performance bond, total bonding capacity and available bonding capacity. Also list bonding company A.M. Best Rating and Financial Rating.

IOA Northeast

Bonding Capacity: \$20 Million

Available Bonding Capacity: \$15,000,000

AM Best Rating + Financial Rating = A

III. Conduct

1. All felony convictions, all bidding related offenses, and all misdemeanor convictions involving moral turpitude of the organization, its affiliates, its owners holding more than a specified percentage interest, its officers, and its administrators, managers, and superintendents that will be assigned to the project.

None

2. Debarments, suspensions, and denials of pre-qualification of the organization for any federal, state, local or governmental contracting.

None

3. Construction-related disputes of any kind including lawsuits, arbitrations, mechanics liens, and other claims that the organization has been involved in. Provide a summary of each item.

*See Attached

4. Proceedings of an administrative enforcement nature of whatever kind, including environmental, wage and hour, prevailing wage, employment discrimination, or other kind of proceeding. Provide a summary of each item.

None

5. List any prevailing wage disputes, investigations or complaints filed against the firm or any officers.

None

6. Unpaid obligations to local, state, or federal taxing authorities, including but not limited to income, withholding and unemployment taxes.
None

7. Cancellation, termination or rescission of contracts of insurance or suretyship.
None

8. Provide all other information requested in accordance with Instructions to Bidders or any other information requested by Owner as part of its investigation.

IV. Safety and Training

1. Provide a copy of your Workmen's Compensation Experience Modification Factor for the past three (3) years.
2. Identify any safety violations, accidents or injuries on any projects over the last five (5) years.
*See Attached

3. Provide a summary and proof of any training or other programs that are available, endorsed or paid by your company and made available to employees.
*See Attached

4. Provide a summary of your safety training and compliance programs.
Safety Manual (exceeds 200 pages) available upon request

When the Bidder is an individual proprietor:

WITNESS:

Signature of Witness

Signature of Proprietor (SEAL)

Print Name of Proprietor

When the Bidder is a partnership:

Print Name of Partnership

Address

City, State, Zip Code

Phone number with Area Code

WITNESS:

Signature of Witness

General Partner (SEAL)

When the Bidder is a corporation:

Jottan, Inc.

Print Name of Corporation

PO Box 166

Address

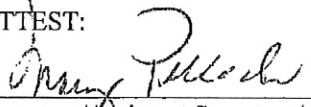
Florence, NJ 08518

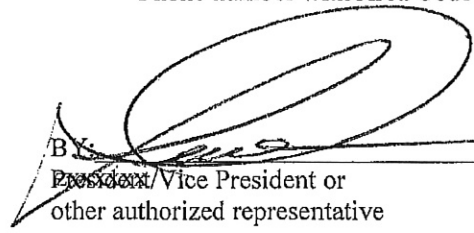
City, State, Zip Code

609-447-6200

Phone number with Area Code

ATTEST:


Secretary/Assistant Secretary/
Treasurer/Assistant Treasurer
or other authorized representative

 (SEAL)
President/Vice President or
other authorized representative

Jeff Newman

Print name of corporate representative

(CORPORATE SEAL)

Jottan Inc. Management Team:

President

Toby Chrostowski

- 40+ Years in management and sales
- Co-Founded Jottan in 1974

Vice-President & General Counsel

Jeff Newman

- 14+ Years in construction law and construction related litigation
- 4 Years with Jottan

Corporate Controller

Mary Pellechio

- 25+ Years in accounting and management
- 8 Years with Jottan

Sales Manager

Jeff Horner

- 25+ Years in sales and management
- 4 Years with Jottan

Director Corporate Operations

George Gulla

- 25+ Years roofing project management
- 19+ Years with Jottan

Corporate Service Department Manager

Joshua Grossman

- 10+ Years roofing and general construction experience
- 9 Years with Jottan

Senior Estimator

Charles Nolt

- 20+ Years' experience
- 12 Years with Jottan

Corporate Safety Supervisor & Superintendent

Pedro Perez

- 30+ Years in Safety Management
- 31 Years with Jottan

Financial Information Banking Institution:

Santander Bank
1500 Market Street
Philadelphia, PA 19102
Contact: Kyle McGonigle, (267) 675-4911
Line of Credit: \$1,000,000

Casualty Insurance Broker:

E. K. McConkey & Company, Inc.
Contact: Steven Buterbaugh, (717) 505-3113
C N A Insurance Companies

Surety Broker:

IOA Northeast
1451 Route 34, Suite 101
Farmingdale, NJ 07727
Contact: Dawn Jones, 732-751-2900
Bonding Capacity: \$20 million

Trade References:

Garland Co.
P.O. Box 70344-T
Cleveland, OH 44190
800-762-8225

American Architectural
575 Business Park Lane
Allentown, PA 18109
610-432-9787

Universal Supply
582 South Egg Harbor Road
Hammononton, NJ 08037
609-561-6300

Jottan, Inc.

Major Work Performed within the Past 5 Years

Job Name	Address	Architect/ Construction Manager	Phone	Contract Amount	Date of Completion
McGuire AFB Commissary	Burlington County, NJ	Summit Construction 120 Commercial Parkway Santa Rosa Beach, FL 32459	850-660-1019	\$1,083,198.00	March 2014
Cathedral of St. Mary	Mercer County, NJ	Diocese of Trenton 401 Lawrenceville Road Trenton, NJ	609-403-7195	\$333,251.00	July 2014
Rider University - Daly Hall	Mercer County, NJ	Rider University 2083 Lawrenceville Road Lawrenceville, NJ 08648	609-898-5080	\$429,847.00	June 2014
Northampton Community College	Bethlehem, PA	D'Huy Engineering One East Broad St., Suite 310 Bethlehem, PA 18018	610-865-3000	\$2,355,598.00	December 2014
Caroline Rueffer ES	Franklinville, NJ	Garrison Architects 713 Creek Road Bellmawr, NJ 08031	856-396-6200	\$1,738,536.00	September 2014
DelDorf Administration Building	Dover, DE	State of Delaware, Office of OMB 540 S. DuPont Highway Lawrenceville, NJ 08651	609-898-5083	\$586,315.00	October 2014
Marine Corp Reserve-Stewart AFB	Newburgh, NY	Di Lorio Construction Corporation 24 Park Avenue, Rutherford, NJ 07070	201-804-7634	\$981,600.00	November 2014
Johnson and Johnson-Skillman facility	Skillman, NJ	Epic Construction 136 Eleventh Street Piscataway, NJ	908-927-5046	\$676,826.00	February 2015
PPL-Harrisburg Service Center	Harrisburg, PA	PPL Services Corp P O Box 25233 Lehigh Valley, PA 18002	610-774-5044	\$885,164.00	January 2015
Powerline Imports	East Rutherford, NJ	Powerline Imports 2 E. Union Ave. Rutherford, NJ 07073	201-933-8453	\$409,119.00	March 2015
Milton Area School District - High School and Elementary School	Milton, PA	CM3 Building Solutions 185 Commerce Drive Fort Washington, PA 19034	215-322-8400	\$1,183,039.00	September 2015
Aberdeen Proving Grounds - Building 4728	Aberdeen, MD	Wycliffe Enterprises 1341 Hughes Ford Road, Suite 101 Frederick, MD 21701	240-629-8662	\$661,721.00	September 2015
Baker Elementary, Roberts Elementary, and South Valley Elementary	Moorestown, NJ	Garrison Architects 713 Creek Road Bellmawr, NJ 08031	856-396-6200	\$2,311,820.00	August 2015
Pennsauken High School	Pennsauken, NJ	Garrison Architects 713 Creek Road Bellmawr, NJ 08031	856-396-6200	\$3,245,549.00	August 2015
Martin Air Base ANG	Middle River, MD	Wycliffe Enterprises 1341 Hughes Ford Road, Suite 101 Frederick, MD 21701	240-629-8662	\$507,933.00	March 2016

154

Jottan, Inc.

Major Work Performed within the Past 5 Years

Job Name	Address	Architect/ Construction Manager	Phone	Contract Amount	Date of Completion
Coatesville VAMC	Coatesville, PA	AAMMI 575 Business Park Lane Allentown, PA 18109	610-432-9787	\$670,078.00	March 2016
SEPTA Woodland Shop	Phila, PA	SEPTA Procurement 1234 Market Street Phila, PA 19107	215-580-7022	\$2,716,103.00	May 2016
Howard Young Correctional Inst.	Wilmington, DE	Tetra Tech 240 Continental Drive, Suite 200 Newark, DE 19713	302-738-7551	\$3,327,745.00	July 2016
William Allen Middle School	Moorestown, NJ	Garrison Architects 713 Creek Road Bellmawr, NJ 08031	856-396-6200	\$2,840,322	August 2016
Bernice Young ES	Burlington NJ	New Road Construction Mgmt 1876 Greentree Road Cherry Hill, NJ 08003	856-424-8888	\$905,215	August 2016
Truman High School	Levittown, PA	Garland DBS 3800 East 91st St. Cleveland, OH 44105	216-430-3689	\$1,307,355	August 2016
Garnet Valley MS and HS	Glen Mills, PA	CM3 Building Solutions 185 Commerce Dr., Suite 1 Fort Washington, PA 19034	610-558-4003	\$3,369,742	September 2016
Government Printing Office	Washington, DC	Roofing Resources Const. 608 Chaddis Ford Drive Chaddis Ford, PA 19317	610-558-4000	\$1,764,073	October 2016
FAA Hanger Building 301	Atlantic City, NJ	Wu and Associates, Inc. 100 Gaither Drive, Suite C Mt. Laurel, NJ 08054	856-857-1639	\$1,242,893	December 2016
Brewerytown Lofts	Philadelphia, PA	Dacus, Inc. 406 Swedeland Road, Ste 2 King of Prussia, PA 19406	877-254-1982	\$ 496,667.00	May 2017
Cokesbury Village	Hockessin, DE	ACTS Retirement PO Box 371 West Point, PA 19486	302-235-6863	\$ 1,694,165.00	September 2017
Sunrise - The Quadrangle	Haverford, PA	Sunrise Senior Living 7902 West Park Drive McLean, VA 22102	972-874-1388	\$ 626,255.00	August 2017
West Windsor - Plainsboro High School	West Windsor NJ	Fraytek Velox Hopkins Duthie 1515 Lower Ferry Rd Trenton, NJ 08618	609-853-7101	\$ 246,083.00	August 2017
Lenox Condos	Philadelphia, PA	Charcellor Properties PO Box 148 Ridley Park, PA 19078	484-493-7780	\$ 390,587.00	September 2017
Parklomen Valley SD	Collegeville, PA	CM3 Building Solutions 185 Commerce Dr., Suite 1 Fort Washington, PA 19034	610-558-4003	\$ 5,545,635.00	October 2017
Haverford School	Haverford, PA	Weatherproofing Tech 24 Cherry Circle Glen Mills, PA 19342	610-357-5100	\$ 719,675.00	October 2017

Jottan, Inc.

Major Work Performed within the Past 5 Years

Job Name	Address	Architect/ Construction Manager	Phone	Contract Amount	Date of Completion
East Goshen ES	West Chester, PA	Professional Roof Svs. 229 Lake Drive Newark, DE 19702	267-238-7621	\$ 1,030,192.00	October 2017
Deptford Solar Project	Deptford, NJ	Solar Schools 10, LLC PO Box 5291 NJ 08809	267-238-7622	\$ 4,284,677.00	December 2017
New Castle County Library	New Castle, DE	EDIS Company 110 S. Poplar Street Wilmington, DE 19801	302-218-4670	\$ 792,833.00	January 2018
SEPTA 69th Street MFL Terminal	Philadelphia, PA	SEPTA 1243 Market Street Phila, PA 19107	215-580-8428	\$ 1,433,267.00	March 2018
NJ Transit- Maplewood NJ	Maplewood, NJ	NJ Transit One Penn Plaza Trenton, NJ	973-378-6896	\$ 3,028,990.00	June 2018
Great Valley High School	Malvern, PA	Garland DBS 3800 East 91st St. Cleveland, OH 44105	216-430-3689	\$ 1,846,505.00	October 2018
Peirce Middle School	West Chester, PA	West Chester Area SD 782 Springdale Road Exton, PA 19341	484-266-1281	\$ 1,356,237.00	October 2018
Riddle Village-Arlington, Jamestown and Lexington	Media, PA	Riddle Village 1048 West Baltimore Pike Media, PA 19063	610-891-3803	\$ 1,092,287.00	December 2018
Lower Cape May Regional HS	Cape May, NJ	Garrison Architects 713 Creek Road Bellmawr, NJ 08031	856-396-6200	\$ 1,182,104.00	December 2018

156



Jottan, Inc.
Equipment List

140	<u>Safety</u> Rails	5	Spray Machines
20	<u>Safety</u> Harnesses	7	Trash Chute Set Ups
5	Retractable <u>Safety</u> Cables	11	Generators
16	Sets of <u>Safety</u> Flag Standards	5	Spud Machines
80	Wall Mount <u>Safety</u> Rails	3	Power Washers
22	Pick Up Trucks	9	Air Compressors
6	Roof Terrain Telescoping Forklift	2	Welding Machines
20	Roofing Kettles	16	Hot Luggers
2	Tankers – 32 Ton	40	Various Size Ladders
4	Roof Warriors	35	Wheel Barrows
10	Felt Layer	10	Gang Boxes
1	Conveyer Belt	11	Chain Mops
26	Mop Carts	10	Power Gravelers
14	Insulation Carts	10	Power Buggies
20	Roof Cutters	4	Hydraulic Hoists
4	Garlock Fume Recovery Systems	1	FRS 6000
1	Paus Articulating Conveyor	3	Stake Bodies

** Various Power and Hand Tools**

All equipment has been purchased between 2001/2017. Each piece of equipment is inspected weekly and is in good working condition.



1500 Market Street, East Tower
25th Floor
Philadelphia, PA 19102
Tel: (267) 675-4911
Cell: (215) 200-9639
Fax: (215) 568-3584
kyle.mcgonigle@santander.us

January 17, 2019


State of NJDPMC
P.O. Box 042
Trenton, New Jersey 08626

To Whom It May Concern:

- Jottan, Inc. (Jottan) has been a client of Santander since November of 2010.
- Jottan has deposit balances in excess of \$3,200,000
- Jottan has a line of credit with a maturity date of 6/30/19. The line of credit has an available balance of \$1,000,000 and an outstanding balance of \$0.00.
- Jottan has never used the line of credit.
- Jottan manages their banking relationship as required and is in good standing with the Santander Bank.

Please feel free to call me if you have any questions or need any additional information.

Thank you,



Kyle R. McGonigle
Vice President

Cc: Mary Pellechio, Jottan



January 4, 2019

State of Delaware
Division of Facilities Management
540 S. DuPont Highway, Suite 1
Dover, DE 19901

Re: Jottan, Inc.
Florence, NJ

To Whom It May Concern:

We have, since 1989, been privileged to provide all the Surety Bonding for our client as captioned.

The standard of excellence to which Jottan always aspires is commendable and we eagerly anticipate continuing the opportunity to serve the bonding needs of this roofing contractor at a current capacity of \$20,000,000.00.

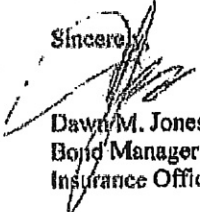
This bonding line is provided by Liberty Mutual Insurance Company, rated A by A.M. Best Key Rating Guide. They also have a \$1,122,392,000 US Treasury Department Circular 570 listing.

Of course, the surety reserves its rights to practice its normal underwriting functions at the time of a bond request.

We are happy to recommend this preferred account to you.

If you have any questions please do not hesitate to contact our office at 732-378-7396.

Sincerely,


Dawn M. Jones
Bond Manager
Insurance Office of America

DMJ:jp

Response to Section 3.2.2

Risoldi Family Limited Partnership v. System Design & Analysis, Inc., et als.,
Superior Court of New Jersey, Law Division, Mercer County
Docket No. L-2024-15

The crux of Plaintiff's complaint in the Risoldi Family matter is that the project's roof consultant, System Design & Analysis, Inc., failed to conduct the bid process in a manner consistent with its representations to Plaintiff. Jottan's role in the litigation is minimal and primarily caused by the fact that it was involved with the subject project as a contractor.

Wildwood Ocean Towers Condo Assn. v. Jottan, Inc., et al.
Superior Court of New Jersey, Law Division, Cape May County
Docket No. L-145-16

This case involves severe high wind storms that effected the New Jersey coastline in January 2016 and resulting damage caused to Wildwood Ocean Towers (as a result of the building failing at a structural level and thereafter causing damage to the building's roof and interior spaces). This case again involves the design professional who specified the roof in question and all subcontractors who worked on the project, including Jottan.



Traditional Values. Innovative Solutions.

April 24, 2018

Mary Pellechio
Jottan, Inc
61 Cathy Lane
Florence NJ 08518

RE: Workers Compensation Policy # WC5092134432

Dear Mary:

This letter is to advise of the Experience Modification Factors for the past five years, as follows:

5/1/18-19: .409

5/1/17-18: .442

5/1/16-17: .491

5/1/15-16: .481

5/1/14-15: .453

If you should have any questions, please do not hesitate to contact our office.

Sincerely yours,

A handwritten signature in cursive script that reads "Barbara J. Golden". The signature is written in dark ink and is positioned above the printed name.

Barbara J. Golden, CPCU, CIC, AAI, AU
Client Service Agent

McConkey Insurance & Benefits
2555 Kingston Road, Suite 100 York, PA 17402
www.ekmccconkey.com

161

Jottan, Inc. - OSHA Recordable Injuries

Date (Month/Year)	Injury	Days Restricted	Days Missed
May 2017	Laceration - minor	0	0
Feb 2017	Laceration - minor	0	0
June 2016	Laceration - moderate	0	2
May 2016	Sprain - back	0	2
Oct 2015	Laceration - minor	0	0
July 2015	Puncture	0	0
June 2015	Muscle pull - back	0	0
June 2015	Muscle pull - back	15	4
April 2015	Muscle pull - back	3	0
Dec 2014	Laceration - minor	0	0
Nov 2014	Twisted wrist	0	0
Oct 2014	Laceration - minor	0	0
Aug 2014	Muscle pull - back	0	0
July 2014	Laceration - minor	0	0
June 2014	Laceration - major	0	18
June 2014	Laceration - minor	0	0
Oct 2013	Bruise - elbow	1	0
Oct 2013	Muscle pull - shoulder	1	0
Aug 2013	Laceration - moderate	10	0
June 2013	Bruise - rib	7	0
Feb 2013	Laceration - moderate	0	0



Training Programs

- **First-Aid / CPR** – Certification for skills needed to help during medical, breathing and cardiac emergencies
2017
- **Defensive Driving** – Course as defined by the Standard Safe Practices for Motor Vehicle Operations, ANSI/ASSE Z15.1
2017
- **Fork Lift** – Comprehensive program for OSHA Safety and the proper operation of forklifts
2017
- **Fall Protection** – In-depth training for knowledge of the OSHA Fall Protection standard
2016
- **CERTA Training (Torch)** – Training for proper use of PPE and first-aid procedures specific to torching activities, torch equipment safety, rooftop fire hazard identification and mitigation, and post-torch work fire-watch techniques
2017
- **OSHA 10** – Course teaches recognition, avoidance, abatement and prevention of safety and health hazards in the workplace
2017
- **OSHA 30** – In-depth 30 hour course to include hazard communication, fire prevention, scaffolds, electrical, fall protection, excavations, cranes, personal protective equipment (PPE), health hazards in construction, welding cutting, OSHA inspection procedures, OSHA construction standards for compliance etc.
2017
- **Capital Safety – Competent Person Trainer** – Certification for immediate supervision, implementation and monitoring of a managed fall protection program based on OSHA Regulations and ANSI Z359.2
2017



Exhibit A

COMMONWEALTH OF PENNSYLVANIA

PUBLIC WORKS EMPLOYMENT VERIFICATION FORM

Date 03/04/2019

Business or Organization Name (Employer) Jottan, Inc.

Address PO Box 166

City Florence

State NJ

Zip Code 08518

☒ Contractor ☐ Subcontractor (check one)

Contracting Public Body East Stroudsburg Area School District

Contract/Project No _____

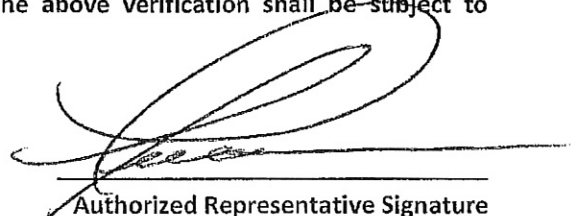
Project Description High School North and Lehman Intermediate School Roof Replacement

Project Location _____

As a contractor/subcontractor for the above referenced public works contract, I hereby affirm that as of the above date, our company is in compliance with the Public Works Employment Verification Act ('the Act') through utilization of the federal E-Verify Program (EVP) operated by the United States Department of Homeland Security. To the best of my/our knowledge, all employees hired post January 1, 2013 are authorized to work in the United States.

It is also agreed to that all public works contractors/subcontractors will utilize the federal EVP to verify the employment eligibility of each new hire within five (5) business days of the employee start date throughout the duration of the public works contract. Documentation confirming the use of the federal EVP upon each new hire shall be maintained in the event of an investigation or audit.

I, Jeff Newman, authorized representative of the company above, attest that the information contained in this verification form is true and correct and understand that the submission of false or misleading information in connection with the above verification shall be subject to sanctions provided by law.


Authorized Representative Signature

164

BID FOR EAST STROUDSBURG AREA SCHOOL DISTRICT
RESICA ELEMENTARY SCHOOL ROOF REPLACEMENT

Submitted To:

East Stroudsburg Area School District

50 Vine Street

East Stroudsburg, PA 18301

Submitted By:

C & D Waterproofing Corp.

300 Papermill Road

Bloomsburg, PA 17815

THIS BID FORM SHALL NOT BE ALTERED IN ANY MANNER. ANY ALTERED BID FORMS SHALL BE CONSIDERED NON-RESPONSIVE AND WILL BE REJECTED.

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the Contract Documents.
2. BIDDER accepts all of the terms and conditions of the Instructions to Bidders, including without limitation, those dealing with disposition of Bid Security. This Bid will remain open for SIXTY (60) days after the day of Bid Opening. BIDDER will sign the Agreement and submit the Contract Security and other documents required by the Contract Documents within ten (10) days after the date of OWNER'S Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:
 - a. BIDDER has examined copies of all Contract Documents, Advertisement to Bid, the Instructions to Bidders. Additionally, the Bidder hereby acknowledges receipt of the following addenda:

Addenda No. 1
2/25/19

- b. BIDDER has examined the site and locality where the Work is to be performed, the legal requirements (federal, state, and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations, as BIDDER deems necessary. Failure to visit the project site shall be no reason for future request for additional compensation or costs of any kind.
 - c. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for himself any advantage over any other Bidder or OWNER.

EAST STROUDSBURG AREA SCHOOL DISTRICT
RESICA ELEMENTARY SCHOOL
ROOF REPLACEMENT

4. The BIDDER agrees to perform the various items of Work for the following Single Lump Sum Price:

BASE BID PROPOSAL:

Single Prime Contract Base Bid Price (INCLUDING Project Allowances) for all work indicated on the Contract Documents.

Six Hundred Forty-Seven Thousand Two Hundred Fifty Dollars.
(Words)

\$ 647,250.00
(Figures)

5. **ALTERNATES:** The Bidder agrees that the Owner shall have the right to accept or reject any or all of the following alternates, which acceptance or rejection shall enter into the determination of the low bidder. The Bidder agrees that the contract time shall not be increased on account of the acceptance of any one or combination of alternates unless specifically stated in such Alternate descriptions. The Bidder agrees that the Owner shall have the right to accept an alternate that is higher in price than the base bid or other alternate. Alternates Prices shall include the cost of furnishing, installing all materials, labor, tools, equipment and other incidentals necessary to complete the work in accordance with the design intent, manufacturers' recommendations, building codes and the project specifications. Do not adjust material allowance under any alternate bid items. Indicate whether alternate price is an add or deduct when a choice is provided.

ALTERNATE No. 1: The Bidder shall provide a cost to be **ADDED / DEDUCTED** from the Base Bid amount to provide the 30-year warranty modified bituminous roofing system manufactured by Garland specified in Section 075201 in lieu of the Base Bid system specified in Section 075200.

ADD / DEDUCT Nine Thousand Seven Hundred Dollars.
(Words)

\$ 9,700.00
(Figures)

ALTERNATE No. 2: The Bidder shall provide a cost to be **ADDED / DEDUCTED** from the Base Bid amount to infill the existing skylight as indicated in details 3/G2 and 4/G2.

ADD / DEDUCT Ten Thousand Seven Hundred Sixty-Five Dollars.
(Words)

\$ 10,765.00
(Figures)

6. **UNIT PRICES:** OWNER to make adjustments to the Contract based on the actual field conditions encountered using the Unit Prices included with the proposal. The BIDDER agrees that OWNER reserves the right to reject or otherwise not agree to use the Unit Prices submitted, if in the Owner's opinion, the nature or quantity of the work encountered is such that the unit price cost no longer applies

EAST STROUDSBURG AREA SCHOOL DISTRICT
RESICA ELEMENTARY SCHOOL
ROOF REPLACEMENT

to the Work. The Owner also reserves the right to solicit independent proposals as required by the Department of Education guidelines, under a separate contract to perform the services required. The responsiveness of the Bid and if the Bid is responsible, may be determined by the Owner on the basis of the Unit Prices proposed by the Bidder. Unit prices shall be consistent with verifiable average costs for the work to be performed. Bidders agree that a proposal may be rejected if the Unit Prices submitted are inconsistent with the average cost. Under NO circumstances will BIDDER perform Unit Price Work without prior written authorization from OWNER. Unit Prices shall include costs for furnishing and installing all materials, labor, tools, equipment, and other incidental necessary to complete the specified operation.

UNIT PRICE 1: BIDDER agrees to remove existing deteriorated 3 ½" nailable roof insulation and ¾" plywood and replace with new 3 ½" nailable roof insulation and ¾" plywood at the following unit price:

Unit Price 1: \$ 6.40 per sq. ft.

UNIT PRICE 2: BIDDER agrees to remove and replace existing deteriorated steel decking and replace with new 1 ½ inch 20-ga. galvanized steel decking at the following unit price:

Unit Price 2: \$ 7.00 per sq. ft.

UNIT PRICE 3: BIDDER agrees to remove existing deteriorated fascia blocking and install 1x8 plywood at the following unit price:

Unit Price 3: \$ 5.00 per linear ft.

UNIT PRICE 4: BIDDER agrees to provide a roofer (shingle) at the following unit price:

Unit Price 4: \$ 70.00 per hour

7. **PROJECT QUANTITY ALLOWANCE:** The Engineer must field measure and approve all allowance work prior to the Contractor performing the Work. Should the allowance amount be exceeded, the Contractor will be paid by Change Order addition at the Unit Price established for the related Work. Similarly, should the allowance amount be less than the allowed amount, the Contractor will credit the Owner for the unused quantity in accordance with the related Unit Price by a Change Order credit.

BIDDER agrees to include in the Base Bid Price, in addition to the Work shown on the Drawings and Specifications the following:

Quantity Allowance 1:	1,500 sq. ft. at Unit Price 1:	\$ 9,600.00
Quantity Allowance 2:	500 sq. ft. at Unit Price 2:	\$ 3,500.00
Quantity Allowance 3:	500 linear ft. at Unit Price 3:	\$ 2,500.00
Quantity Allowance 4:	240 hours at Unit Price 4:	\$ 16,800.00

EAST STROUDSBURG AREA SCHOOL DISTRICT
RESICA ELEMENTARY SCHOOL
ROOF REPLACEMENT

Total Project Allowance (Include in Base Bid): \$ 32,400.00

8. Bidder accepts the provisions of the Agreement as to the liquidated damages in the event of failure to complete the Work by the date defined in Section 011000 – SUMMARY.
9. In submitting this Bid, it is understood that the OWNER reserves the unrestricted right to reject any and all bids, or to waive any informalities or technicalities in said Bids.
10. Bidder understands that Owner reserves the right to consider Alternates Prices in determining the low bidder. All Alternate Prices shall include costs for furnishing and installing all materials, labor, tools equipment, and other incidentals necessary to complete the specified operation in accordance with the Project Specifications and the manufacturer's recommendations.
11. Accompanying this Bid is Security in the form of Bid Bond in the amount of ten percent (10%) of the total of the Base Bid and all possible add alternates.

EAST STROUDSBURG AREA SCHOOL DISTRICT
RESICA ELEMENTARY SCHOOL
ROOF REPLACEMENT

In witness whereof, the undersigned has caused this Proposal to be executed this 5th day of March,
20 19.

INDIVIDUAL

By _____
(Name)

(Print or Type Name)

Doing business as _____

Business Address _____

Telephone Number (____) _____ Email Address _____

PARTNERSHIP

By _____
(Firm Name)

General Partner _____
(Signature)

(Print or Type Name and Title)

Business Address _____

Telephone Number (____) _____

Email Address _____

EAST STROUDSBURG AREA SCHOOL DISTRICT
RESICA ELEMENTARY SCHOOL
ROOF REPLACEMENT

CORPORATION

C & D Waterproofing Corp.

(Firm Name)

By

Jeffrey L. Marshman
Jeffrey L. Marshman

(Signature)

President

(Title)

Print or Type Name of Person Authorized to Sign

State of Incorporation Pennsylvania

Business Address

300 Papermill Road

Bloomsburg, PA 17815

Telephone Number

(570) 389-8446

Email Address

gmarsman@cdwp.net

Joseph C. Jarski - Secretary

Print or Type Name of Person

Attest by

Joseph C. Jarski
Corporate Seal

AIA Document A310™ – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

C&D Waterproofing Corp.
300 Papermill Road
Bloomsburg, PA 17815

SURETY:

(Name, legal status and principal place of business)

Hudson Insurance Company
100 William Street, 5th Floor
New York, NY 10038

OWNER:

(Name, legal status and address)

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

BOND AMOUNT: \$ Ten Percent of Amount Bid (10%)

PROJECT:

(Name, location or address, and Project number, if any)

Resica Elementary School Roof Replacement, 1 Gravel Ridge Road, East Stroudsburg, PA 18302

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

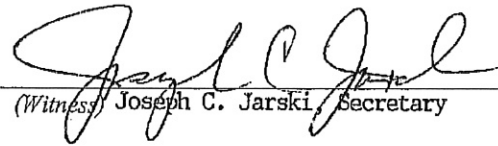
ADDITIONS AND DELETIONS:

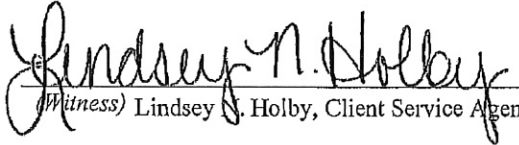
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

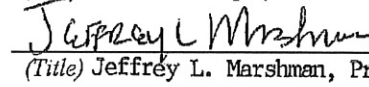
Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

Signed and sealed this 5th day of March, 2019

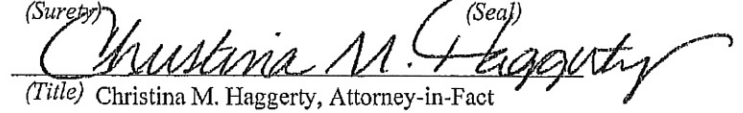

(Witness) Joseph C. Jarski, Secretary


(Witness) Lindsey N. Holby, Client Service Agent

C&D Waterproofing Corp.
(Contractor as Principal) (Seal)


(Title) Jeffrey L. Marshman, President

Hudson Insurance Company
(Surety) (Seal)


(Title) Christina M. Haggerty, Attorney-in-Fact

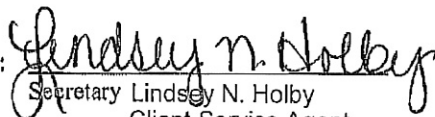
EAST STROUDSBURG AREA SCHOOL DISTRICT
RESICA ELEMENTARY SCHOOL
ROOF REPLACEMENT

AGREEMENT OF SURETY

KNOW ALL MEN BY THESE PRESENTS, that we, Hudson Insurance Company
_____ as Surety, a corporation existing under the laws of the State of
Delaware, and authorized to transact business in the Commonwealth of Pennsylvania hereby
agree intending to be legally bound hereby, to execute and deliver to the East Stroudsburg Area School
District, within the time limit specified in the Contract Documents, the Performance Bond and Labor and
Material Payment Bond in the forms included in the Contract Documents each in an amount of 100% of
the contract amount, in favor of the East Stroudsburg Area School District, as required for the faithful
performance and proper fulfillment of the contract for the Resica Elementary School Roof Replacement
project for the East Stroudsburg Area School District as set forth in the Contract Documents on behalf of
C & D Waterproofing Corp. (hereinafter called the Bidder) provided that the above
contract be awarded to the bidder within sixty (60) days after the date of opening of the bids or otherwise
as set forth in the Instructions to Bidders.

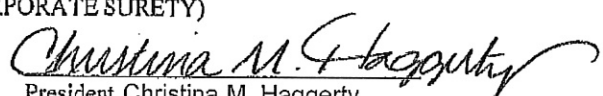
DATED: March 5, 2019

ATTEST:


Secretary Lindsey N. Holby
Client Service Agent

Hudson Insurance Company
(CORPORATE SURETY)

BY:


President Christina M. Haggerty
Attorney-In-Fact

(CORPORATE SEAL)

AGREEMENT OF SURETY

001154 - 1



BID BOND POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That HUDSON INSURANCE COMPANY, a corporation of the State of Delaware, with offices at 100 William Street, New York, New York, 10038, has made, constituted and appointed, and by these presents, does make, constitute and appoint

Norman F. Basso, Christina M. Haggerty, Lisa M. Farrell, Lindsey Holby, Joshua C. Lecker
of the State of Pennsylvania

its true and lawful Attorney(s)-in-Fact, at New York City in the State of New York, each of them alone to have full power to act without the other or others, to make, execute and deliver on its behalf, as Surety, bid bonds for any and all purposes.

Such bid bonds, when duly executed by said Attorney(s)-in-Fact, shall be binding upon said Company as fully and to the same extent as if signed by the President of said Company under its corporate seal attested by its Secretary.

In Witness Whereof, HUDSON INSURANCE COMPANY has caused these presents to be of its Senior Vice President thereunto duly authorized, on this 8th day of August, 20 18 at New York, New York.



Attest:
Dina Daskalakis, Corporate Secretary

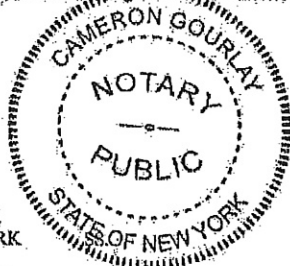
STATE OF NEW YORK
COUNTY OF NEW YORK SS.

HUDSON INSURANCE COMPANY

By: Michael P. Clifone
Michael P. Clifone, Senior Vice President

On the 8th day of August, 20 18, before me personally came Michael P. Clifone to me known, who being by me duly sworn did depose and say that he is a Senior Vice President of HUDSON INSURANCE COMPANY, the Company described herein and which executed the above instrument, that he knows the seal of said Company, that the seal affixed to said instrument is the corporate seal of said Company, that it was so affixed by order of the Board of Directors of said Company, and that he signed his name thereto by like order.

(Notarial Seal)



Cameron Gourlay
CAMERON GOURLAY
Notary Public, State of New York
No. 01GO6372305
Qualified in New York County
Commission Expires June 4, 2022

CERTIFICATION

STATE OF NEW YORK
COUNTY OF NEW YORK

The undersigned Dina Daskalakis hereby certifies:

THAT the original resolution, of which the following is a true and correct copy, was duly adopted by unanimous written consent of the Board of Directors of Hudson Insurance Company dated July 27th, 2007, and has not since been revoked, amended or modified:

"RESOLVED, that the President, the Executive Vice Presidents, the Senior Vice Presidents and the Vice Presidents shall have the authority and discretion, to appoint such agent or agents, or attorney or attorneys-in-fact, for the purpose of carrying on this Company's surety business, and to empower such agent or agents, or attorney or attorneys-in-fact, to execute and deliver, under this Company's seal or otherwise, bonds obligations, and recognizances, whether made by this Company as surety thereon or otherwise, indemnity contracts, contracts and certificates, and any and all other contracts and undertakings made in the course of this Company's surety business, and renewals, extensions, agreements, waivers, consents or stipulations regarding undertakings so made; and

FURTHER RESOLVED, that the signature of any such Officer of the Company and the Company's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seal when so used whether heretofore or hereafter, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed."

THAT the above and foregoing is a full, true and correct copy of Power of Attorney issued by said Company, and of the whole of the original and that the said Power of Attorney is still in full force and effect and has not been revoked, and furthermore that the Resolution of the Board of Directors, set forth in the said Power of Attorney is now in force.



In witness the hand of the undersigned and the seal of said Company this 5th day of March, 20 19.

By: Dina Daskalakis
Dina Daskalakis, Corporate Secretary

HUDSON INSURANCE COMPANY
SHORT FORM FINANCIAL STATEMENT
AS OF DECEMBER 31, 2017

ASSETS

Bonds	\$	155,043,337
Real estate		0
Cash on hand and on deposit		237,549,751
Reinsurance Receivable		214,728,200
FIT recoverable (including net deferred tax asset)		15,498,582
Aggregate write-ins for other than invested assets		262,624,155
Deferred premiums, agents' balances and installments booked but deferred and not yet due (including earned but unbilled premiums)		67,910,804
Stocks		221,689,678
Other Assets		29,023,160
	\$	<u>1,204,067,667</u>

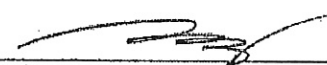
LIABILITIES & SURPLUS

Losses	\$	170,789,608
Loss adjustment expense		20,204,975
Other expenses		22,094,979
Unearned premiums		61,593,073
Ceded reinsurance premiums payable		413,483,706
Payable to parent, subsidiaries and affiliates		436,869
Commissions payable, contingent commissions and other similar charges		11,547,351
Other Liabilities		75,533,307
	\$	<u>775,683,868</u>
Preferred and Common capital stock	\$	7,500,238
Gross paid in and contributed surplus		293,480,097
Unassigned funds (surplus)		127,403,464
Surplus as regards policyholders	\$	<u>428,383,799</u>
	\$	<u>1,204,067,667</u>

STATE OF NEW YORK)
) ss:
 COUNTY OF NEW YORK)

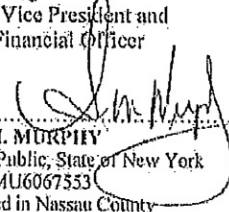
I, the undersigned Senior Vice President and Chief Financial Officer of Hudson Insurance Company hereby certify the foregoing to be a short form financial statement in the form of a balance sheet, showing the Company's assets and liabilities on a provisional basis, at the close of business on December 31, 2017.

IN TESTIMONY WHEREOF, I have set my hand and affixed the seal of the Company, this 28th day of March, 2018.


 Min Huang
 Senior Vice President and
 Chief Financial Officer

(Notarial Seal)




 ANN M. MURPHY
 Notary Public, State of New York
 No. 01MU6067553
 Qualified in Nassau County
 Commission Expires December 10, 2021

EAST STROUDSBURG AREA SCHOOL DISTRICT
RESICA ELEMENTARY SCHOOL
ROOF REPLACEMENT

LETTER OF INSURER

DATE: 2-18-19

TO: Thomas McIntyre
East Stroudsburg Area School District
50 Vine Street
East Stroudsburg, PA 18301

Dear Mr. McIntyre:

The undersigned insurance agent, licensed to do business in the Commonwealth of Pennsylvania and authorized to issue this letter on behalf of the following insurance company or companies:

Selective Insurance Company of America
Market American Insurance, American Interstate Ins. Co.

hereby represents that if

C & D Waterproofing Corp.
(Insert name of Bidder)

is awarded the contract for the construction of the project, as is described in the Contract for Construction, then the above-named insurance company or companies will issue insurance, naming East Stroudsburg Area School District and its Engineer/Construction Manager as additional insured, for the coverages and in the amounts required by the Contract Documents, as set forth in Article 5 of the General Conditions.

Rebecca J. Kennedy
(Name of Agent)
By: Rebecca J. Kennedy
(Authorized Representative)

LETTER OF INSURER

001155 - 1

EAST STROUDSBURG AREA SCHOOL DISTRICT
RESICA ELEMENTARY SCHOOL
ROOF REPLACEMENT

NON-COLLUSION AFFIDAVIT

State of Pennsylvania :
County of Columbia : SS

I state that I am President of C&D Waterproofing Corp.
(Title) (Name of Firm)

And that I am authorized to make this Affidavit on behalf of my firm, and its Owners, Directors and Officers. I am the person responsible in my firm for the price(s) and the amount of this Bid.

I state that:

1. The price(s) and amount of this Bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this Bid, and neither the approximate price(s) nor approximate amount of this Bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before Bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this Bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
4. The Bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
5. C&D Waterproofing Corp., its affiliates,
(Name of My Firm)

subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal Law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract except as follows:

EAST STROUDSBURG AREA SCHOOL DISTRICT
RESICA ELEMENTARY SCHOOL
ROOF REPLACEMENT

I state that C&D Waterproofing Corp.
(Name of My Firm)

Understands and acknowledges that the above representations are material and important, and will be relied on by the East Stroudsburg Area School District in awarding the contract(s) for which this Bid is submitted.

I understand and my firm understands that any misstatement in this Affidavit is and shall be treated as fraudulent concealment from East Stroudsburg Area School District of the true facts relating to the submission of bids for this contract.

Jeffrey L. Marshman
(Name) Jeffrey L. Marshman
President
(Company, Position)

SWORN TO AND SUBSCRIBED

BEFORE ME THIS 5th DAY
of March, 2019.

Lisa A. Witchey
Notary Public - Lisa A. Witchey

12-9-2022
My Commission Expires

Commonwealth of Pennsylvania - Notary Seal
Lisa A. Witchey, Notary Public
Columbia County
My commission expires December 9, 2022
Commission number 1195475



Exhibit A

COMMONWEALTH OF PENNSYLVANIA

PUBLIC WORKS EMPLOYMENT VERIFICATION FORM

Date 3/5/19

Business or Organization Name (Employer) C & D Waterproofing Corp.

Address 300 Papermill Road

City Bloomsburg State PA Zip Code 17815

☒ Contractor ☐ Subcontractor (check one)

Contracting Public Body East Stroudsburg Area School District

Contract/Project No DEI No. 287011

Project Description Roof Replacement

Project Location East Stroudsburg Area School District - Resica Elementary School

As a contractor/subcontractor for the above referenced public works contract, I hereby affirm that as of the above date, our company is in compliance with the Public Works Employment Verification Act ('the Act') through utilization of the federal E-Verify Program (EVP) operated by the United States Department of Homeland Security. To the best of my/our knowledge, all employees hired post January 1, 2013 are authorized to work in the United States.

It is also agreed to that all public works contractors/subcontractors will utilize the federal EVP to verify the employment eligibility of each new hire within five (5) business days of the employee start date throughout the duration of the public works contract. Documentation confirming the use of the federal EVP upon each new hire shall be maintained in the event of an investigation or audit.

I, Jeffrey L. Marshman, authorized representative of the company above, attest that the information contained in this verification form is true and correct and understand that the submission of false or misleading information in connection with the above verification shall be subject to sanctions provided by law.

Jeffrey L. Marshman
Authorized Representative Signature
Jeffrey L. Marshman, President

179

EAST STROUDSBURG AREA SCHOOL DISTRICT
RESICA ELEMENTARY SCHOOL ROOF REPLACEMENT

QUALIFICATIONS QUESTIONNAIRE

Date: March 5, 2019

1. Companies that wish to bid on this Project must submit this Qualification Statement with their bids.
2. Only Companies which are determined to be responsible contractors under applicable law will be designated as qualified bidders.
3. The Instructions to Bidders and Supplementary Instructions to Bidders govern the Owner's consideration of this completed Qualification Statement and any other requirements that will be considered in making an award.
4. All prospective bidders must complete this form by answering all questions, and supplying all requested documents, using the spaces indicated (with additional pages if necessary) and attaching documents as required and submit the completed form with their bid by the deadline established in the Invitation to Bid.

I. Capability

1. Form of organization (sole proprietorship, partnership, corporation, etc.)

Corporation

2. Years the organization has been in business as a contractor under its present name.

40 Yrs.

3. List of all affiliated or subsidiary organizations and companies.

NONE

4. List of all organizations and individuals who have a financial interest of or a specified percentage in the company.

Jeffrey L. Marshman - President

Donald Scatena, CEO

5. Any other organization or individual who controls bidding or operation of the organization.

NONE

6. Identification of all offices.

300 Papermill Road

Bloomsburg, PA 17815

7. The numbers, categories and locations of all employees and officers.

Administrative 7

Field 60

Shop 4

300 Papermill Road

Bloomsburg, PA 17815

8. The officers, administrators, managers and superintendents who will be assigned to the project - identification of qualifications, with specific attention to years in present position, years of construction experience, and magnitude and type of work.

Jeffrey L. Marshman - Principal/President/P.M./Estimator

Grant Marshman - P.M./Estimator

Damien roman - Superintendent

(SEE ATTACHED - RESUMES)

9. Any work the organization has performed for the East Stroudsburg Area School District.

Bushkill Elementary School

Middle Smithfield

Resica Elementary

Lehman Intermediate Ctr.

10. Other public work that the organization has performed in Pennsylvania (up to ten most recent projects). For each, identify the name and address of owner, location of project, nature of contract (prime, sub, etc.), contract amount, change orders, final contract amount, if completed on time, kind of work, and nature of project.

(SEE ATTACHED LISTING)

11. Other projects involving multi-prime contracts on which the organization has served as a prime contractor (up to ten most recent projects). For each, identify the name and address of owner, location of project, nature of contract (prime, sub, etc.), contract amount, change orders, final contract amount, if completed on time, kind of work, and nature of project.

(SEE ATTACHED LISTING)

12. Other projects for the type of construction that is to be undertaken, performed by the organization at any time. For each, identify the name and address of owner, location of project, nature of contract (prime, sub, etc.), contract amount, kind of work, and nature of project.

(SEE ATTACHED LISTING)

13. Projects constructed with Critical Path Method (CPM) or some other form of computerized project scheduling and capabilities that otherwise can be provided. For each, identify the name and address of owner, location of project, nature of contract (prime, sub, etc.), contract amount, kind of work, and nature of project.

(SEE ATTACHED LISTING)

14. Projects awarded but which the organization failed to complete. Identify dates, name and address of owner, name and location of project and kind of work, and the reasons the project was not completed.

NONE

15. Equipment owned that will be utilized on the project by type, size or capacity, years of service, and condition.

(SEE ATTACHED LISTING)

16. Leased equipment that will be utilized on the project by type, size or capacity, years of service, and condition.

10K A.T. Forklift	All leased equipment in
5K Forklift	top shape and performance
Aerial High Reach	guaranteed by Rental Company.
Pipe Scaffolding	Service as requested.

17. Portion of the contract to the nearest ten percent (10%) that the bidder expects to perform using its own labor and equipment.

100%

II. Financial Integrity

1. Attach the most recent audited and CPA certified financial statement, with certification, date of preparation, name and address of preparer (financial information can be treated as confidential if placed in a sealed envelope and marked as such).

2. Net working capital (current assets over current liabilities) and date of determination.

(SEE ATTACHED FINANCIAL STATEMENT)

3. Identification of credit lines, with information on the total lines, amounts drawn down and amounts remaining.

(SEE ATTACHED FINANCIAL STATEMENT)

4. Identification of the contractor's surety for the required performance bond, total bonding capacity and available bonding capacity. Also list bonding company A.M. Best Rating and Financial Rating.

(SEE ATTACHED)

III. Conduct

1. All felony convictions, all bidding related offenses, and all misdemeanor convictions involving moral turpitude of the organization, its affiliates, its owners holding more than a specified percentage interest, its officers, and its administrators, managers, and superintendents that will be assigned to the project.

NONE

2. Debarments, suspensions, and denials of pre-qualification of the organization for any federal, state, local or governmental contracting.

NONE

3. Construction-related disputes of any kind including lawsuits, arbitrations, mechanics liens, and other claims that the organization has been involved in. Provide a summary of each item.

NONE

4. Proceedings of an administrative enforcement nature of whatever kind, including environmental, wage and hour, prevailing wage, employment discrimination, or other kind of proceeding. Provide a summary of each item.

NONE

5. List any prevailing wage disputes, investigations or complaints filed against the firm or any officers.

NONE

6. Unpaid obligations to local, state, or federal taxing authorities, including but not limited to income, withholding and unemployment taxes.

NONE

7. Cancellation, termination or rescission of contracts of insurance or suretyship.

NONE

8. Provide all other information requested in accordance with Instructions to Bidders or any other information requested by Owner as part of its investigation.

IV. Safety and Training

1. Provide a copy of your Workmen's Compensation Experience Modification Factor for the past three (3) years. .849; .686; .890

2. Identify any safety violations, accidents or injuries on any projects over the last five (5) years.

Employee W/E 6/13/16 - Injury

Employee W/E 6/29/19 - Injury

3. Provide a summary and proof of any training or other programs that are available, endorsed or paid by your company and made available to employees.

Silica Safety Training	Welding Certification	Basic CPR/First Aid
Fall Protection	Ladder Safety	Crane Operation
Ground Fault Circuit	Fire Extinguisher Safety	Boom Truck Equipment
Industrial Forklift	OSHA 10	
Aerial Platform Safety	OSHA 30	
Frame Scaffolding	Lead Safe	

4. Provide a summary of your safety training and compliance programs.

(SEE ATTACHED - SAFETY MANUAL)

(SEE ATTACHED - SILICA RESPIRATOR PLAN)

(SEE ATTACHED - FLEET SAFETY MANUAL)

When the Bidder is an individual proprietor:

WITNESS:

Signature of Witness

Signature of Proprietor (SEAL)

Print Name of Proprietor

When the Bidder is a partnership:

Print Name of Partnership

Address

City, State, Zip Code

Phone number with Area Code

WITNESS:

Signature of Witness

General Partner (SEAL)

When the Bidder is a corporation:

C & D Waterproofing Corp.

Print Name of Corporation

300 Papermill Road

Address

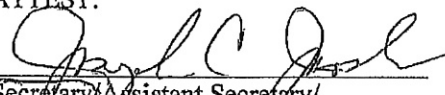
Bloomsburg, PA 17815

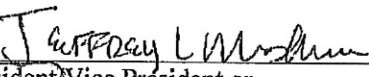
City, State, Zip Code

570-389-8446

Phone number with Area Code

ATTEST:


Secretary/Assistant Secretary/
Treasurer/Assistant Treasurer
or other authorized representative
Joseph C. Jarski

BY:  (SEAL)
President/Vice President or
other authorized representative

Jeffrey L. Marshman

Print name of corporate representative

(CORPORATE SEAL)



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Jeffrey L. Marshman

PRINCIPAL/PRESIDENT/PROJECT MANAGER/ESTIMATOR:

The Principals of C&D are very hands-on for each project and share in Project Management duties.

C&D's Project Manager is responsible for and has experience with the following project activities:

- | | |
|----------------------------|---------------------------|
| ◆ Pre-construction Meeting | ◆ Progress Meetings |
| ◆ Project Start-Up | ◆ Project Progress |
| ◆ Project submittals | ◆ Project Cost Estimating |
| ◆ Subcontractor Selections | ◆ Project Invoices |
| ◆ Subcontractor Contracts | ◆ Project Change Orders |
| ◆ Safety Program | ◆ Project Close-Out |
| ◆ Quality Control Program | ◆ Project Demobilization |

EDUCATION: B.A. Temple University, Philadelphia, PA

PROFESSIONAL LICENSES/CERTIFICATES:

Construction Safety Course
OSHA Construction Outreach Course
OSHA Asbestos Awareness Course
Lead Awareness Course

WORK/PROFESSIONAL EXPERIENCE:

1978 to Present: C&D Waterproofing Corp.

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Equal Opportunity Employer

Partial listing of assigned projects during this period includes:

- DGS: Main Capitol Building – Capitol Complex, Harrisburg, PA
- Philadelphia Post Office & Distribution Ctr. - Philadelphia, PA
- Nealon Federal Courthouse & Postal Facility Bldg.– Scranton, PA
- York County Judicial Center - York, PA
- York County Administration Building - York, PA
- University of Maryland - Baltimore, MD
- Wilson Area High School - Easton, PA
- AAA Mid-Atlantic Building - Wilmington, DE
- Yale University - New Haven, CT
- Main Capitol Building - Charleston, WV
- PA Farm Show Complex - Harrisburg, PA
- Lehigh University - Bethlehem, PA
- Kutztown University - Kutztown, PA
- Columbia County Courthouse - Bloomsburg, PA
- State Office Building - Hartford, CT
- Old Lancaster County Courthouse - Lancaster, PA
- DGS: Main Capitol Building - Harrisburg, PA - Phase 5
- DGS: Farm Show Building - Harrisburg, PA - Phase 1
- VA Medical Center - Chicago, IL
- City Hall - Berwick, PA
- VA Medical Center - Erie, PA
- Bloomsburg University - Bloomsburg, PA
- DGS: Warren State Hospital - Warren, PA
- DGS: East Stroudsburg University - East Stroudsburg, PA
- DGS: Southeast Veterans Center - Spring City, PA
- DGS: Main Block Bldg., Danville State Hospital - Danville, PA

The scopes of work for these projects included:

- Historic Restoration
- GFRC Replacement
- Lintel Replacement
- Structural Steel Replacement
- Brick Cleaning and Repointing
- Brick Parapet Replacement
- Wall Coatings
- Various Roof Replacement Systems
- Terra Cotta Restoration
- Limestone and Granite Restoration – Cleaning, Repointing, Stone Replacement, Dutchman Patching, Jahn Patching
- Sealant Replacement
- Balcony Restoration and Rail Replacement
- Steel Window Restoration
- Skylight Replacement
- Brick Replacement-Face, Lintel Corner, Spandel
- Stucco Replacement
- Roof Replacement
- Curtain Wall Sealant Replacement
- Painting
- Metal Copings
- Stone Restoration



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Grant J. Marshman

PROJECT MANAGER/ESTIMATOR

C&D's Project Manager/Estimator is responsible for and has experience with the following project activities:

- | | |
|----------------------------|---------------------------|
| ♦ Pre-construction Meeting | ♦ Progress Meetings |
| ♦ Project Start-Up | ♦ Project Progress |
| ♦ Project submittals | ♦ Project Cost Estimating |
| ♦ Subcontractor Selections | ♦ Project Invoices |
| ♦ Subcontractor Contracts | ♦ Project Change Orders |
| ♦ Safety Program | ♦ Project Close-Out |
| ♦ Quality Control Program | ♦ Project Demobilization |

EDUCATION: B.A. History & Political Science, Mercyhurst University, Erie, PA.

WORK/PROFESSIONAL EXPERIENCE:

2001-2007 C&D Waterproofing Corp. – Restoration Mechanic
2007-2010 C&D Waterproofing Corp. – Site Superintendent/Foreman
2010- C&D Waterproofing Corp. - Project Manager/Estimator

Special Training:

- OSHA Construction Outreach Course
- Construction Safety Course
- High Reach Certification
- Scaffold & Access Industry Competent Person Training
- EPA/PA Asbestos Cont./Supervisor Initial Training

Partial listing of assigned projects during this period includes:

- | | |
|--|---|
| ▪ Lehigh University Zoellner Arts Building - Bethlehem, PA | ▪ First English Baptist Church- Bloomsburg, PA |
| ▪ Clarks Summit State Hospital – Clarks Summit, PA | ▪ St. John's Lutheran Church- Tamaqua, PA |
| ▪ AAA Mid-Atlantic Building- Wilmington, DE | ▪ Tompkins County Courthouse – Ithaca, NY |
| ▪ Nealon Federal Building- Scranton, PA | ▪ West York Area Middle School – York, PA |
| ▪ Fort Pitt Museum- Pittsburgh, PA | ▪ Cornell University Clara Dickson Hall – Ithaca, NY |
| ▪ Connell Building - Scranton, PA | ▪ Cornell University Low Rise 9 – Ithaca, NY |
| ▪ St. Joseph's Church - Jim Thorpe, PA | ▪ Cornell University Sage House – Ithaca, NY |
| ▪ Danville State Hospital - Danville, PA | ▪ East Pennsboro Municipal Building – Enola, PA |
| ▪ Danville Municipal Building - Danville, PA | ▪ Federal Building – Parkersburg, WV |
| ▪ Millville High School - Millville, PA | ▪ Gaudenzia, Fountain Springs – Ashland, Pa |
| ▪ Central Columbia High School - Espy, PA | ▪ St. Mary's Byzantine Church – Mahanoy City, PA |
| ▪ East Stroudsburg University - Stroudsburg, PA | ▪ St. Peter's Episcopal Church – Morristown, NJ |
| ▪ Kutztown University - Kutztown, PA | ▪ Harrisburg Area Community College – Harrisburg, PA |
| ▪ Cressona Elementary School, Cressona, PA | ▪ IMR Building – Hazleton, PA |
| ▪ Northern Virginia Community College | ▪ Palmerton Area School District Building – Palmerton, PA |
| ▪ Catawissa Senior Center- Catawissa, PA | |

www.cdwaterproofingcorp.com • info@cdwaterproofingcorp.com

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Damien Roman

FIELD SUPERINTENDENT: Roofing Division

C&D's Field Superintendent is responsible for and has experience with the following project activities:

- | | |
|---------------------------------|---|
| ◆ Pre-construction Meeting | ◆ Quality Control Enforcement |
| ◆ Project Start-up | ◆ Employee Weekly Payroll |
| ◆ Project Mock-ups | ◆ Daily Logbook |
| ◆ Material Orders | ◆ As Built Drawing Revision |
| ◆ Material/Equipment Deliveries | ◆ Site Inspection with Architect/Engineer |
| ◆ Subcontract Supervision | ◆ Progress Meetings |
| ◆ Safety Program Enforcement | ◆ Project Close-out |
| ◆ Project Production | ◆ Project Demobilization |

WORK/PROFESSIONAL EXPERIENCE:

2015 to Present: C&D Waterproofing Corp. - Field Superintendent
21 Yrs. Prior Roofing Experience.

SPECIAL TRAINING:

- OSHA Construction Outreach Course
- OSHA Asbestos Awareness Course
- Torch Applied Roof Training
- Annual Asbestos Refresher Course
- Construction Safety Course
- Carlisle Roof Certification
- Firestone Roof Certification
- Mulehide Roof Certification
- Forklift Training
- Hi-Reach Training

Projects during this period include, but are not limited to the following:

- | | |
|---|--|
| • USPS Manheim - Manheim, PA | • Steamtown National Historic Site - |
| • USPS Scranton, PA VMF - Scranton, PA | Scranton, PA |
| • USPS Suffolk, VA Main Office - Suffolk, VA | • County of Lehigh (Cedarbrook Nursing Home) - |
| • Victaulic Corporation - Easton, PA | Allentown, PA |
| • Henkel - West Hazleton, PA | • Kutztown University - Kutztown, PA |
| • Air Products & Chemicals - Wilkes-Barre, PA | • Tobyhanna Army Depot - Tobyhanna, PA |
| • Mercy Hospital - Wilkes-Barre, PA | |
| • Lowes Home Improvement - Various Locations | |

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**Public Work Recently Performed in Pennsylvania
Qualifications Questionnaire - Capability Attachment #10**



PROJECT	OWNER/AGENT	ARCHITECT	CONTRACT AMOUNT	CHANGE ORDERS	FINAL CONTRACT AMOUNT	PROJECT COMPLETED
PRIME East & West Wings West Virginia Capitol Bldg. Charleston, WV	General Services Division 1900 Kanawha Blvd. Charleston, WV 25305 Contact: Robert Kilpatrick 304-558-0250	CAS Structural Eng., Inc. Contact: Carol Stevens 304-756-2564	\$3,472,043.00	(\$40,718.27)	\$3,431,324.73	12/2010 on schedule
PRIME Restoration of Peristyle Deck Main Capitol Building Capitol Complex Dome Harrisburg, PA	Department of General Services Public Works Unit 18th & Herr Streets, Tent Bldg. Harrisburg, PA 17125 Contact: Richard Sarlano 717-787-1813	Perfido Weiskopf Wagstaff & Goettel/Noble Preservation Svs. Contact: Richard Miller 412-391-2884	\$3,375,000.00	\$31,635.60	\$3,406,635.60	5/2011 on schedule
PRIME Selective Repairs & Renovations to Skylights, Roof & Windows Ryan State Office Bldg. Capitol Complex - Harrisburg, PA	Department of General Services Capitol Complex, Finance Bldg. Harrisburg, PA 17125 Contact: William Hess 717-787-1813	Reynolds Construction Contact: John Luzik 717-443-1030	\$3,321,000.00	\$40,858.72	\$3,361,858.72	11/2015 on schedule
PRIME Masonry Restoration & Window Replacement Paxinos Elementary School Easton, PA	Easton Area School District 2601 William Penn Hwy. Easton, PA 18045 Contact: Michael Simonetta 610-250-2400	D'Huy Engineering, Inc. Contact: Ronald C. Carr, PE 610-865-3000	\$2,142,500.00	\$48,500.00	\$2,191,000.00	1/2014 on schedule
PRIME Steel Window & Stone Panel Restoration William J. Nealon Fed. Bldg. Scranton, PA	U.S. General Services 20 N. 8th Street Philadelphia, PA 19107 Contact: Amanda Smith 215-446-4983	RMJM (Hillier Architecture) Contact: Lisa Soderberg 212-529-4100	\$2,128,000.00	\$249,146.41	\$2,377,146.41	4/2010 on schedule
PRIME Masonry Restoration PSU- Carnegie, Davey, Rider University Park, PA	Penn State University Office of Physical Plant University Park, PA 16802 Contact: Christopher Musser, PE 814-777-0014	In-House	\$1,026,503.00	\$113,429.68	\$1,139,932.68	11/2012 on schedule
PRIME Masonry Repairs & Window Replacement Nazareth Intermediate School Nazareth, PA	Nazareth Area School District One Education Plaza Nazareth, PA 18064 Contact: Lewis Lengyel 610-759-1170	D'Huy Engineering, Inc. Contact: Ronald C. Carr, PE 610-865-3000	\$1,081,240.00	(\$7,405.00)	\$1,073,835.00	09/2014 on schedule
PRIME Water Intrusion Remediation York County Judicial Ctr. York, PA	York County Judicial Center York Administrative Center 28 E. Market Street York, PA 17401 Contact: Scott Cassel 717-771-3278	Simpson, Gumpertz & Heger Contact: Nikolas Vigener, PE 301-417-9804	\$860,700.00	\$73,093.78	\$933,793.78	06/2007 on schedule
PRIME Rehabilitation of the Original Farm Show Complex Repair & Remediation of Water Penetration McClay Street End	Department of General Services 18th & Herr Streets, Arsenal Bldg. Harrisburg, PA 17125 Contact: Barton Richwine 717-477-1153	SAA Architects, Inc. Contact: Stewart Cluck 717-843-3200	\$747,000.00	\$4,692.04	\$751,692.00	08/2015 on schedule
PRIME Parapet Reconstruction York County Admin. Ctr. York, PA	County of York 28 E. Market Street York, PA 17401 Contact: Scott Cassel 717-771-3278	C.S. Davidson, Inc. Contact: John Rea 717-846-4805	\$509,000.00	\$35,975.00	\$545,975.00	1/2010 on schedule



PROJECT	OWNER/AGENT	ARCHITECT	CONTRACT AMOUNT	CHANGE ORDERS	FINAL CONTRACT AMOUNT	PROJECT COMPLETED
PRIME Saylor Cement Kilns Preservation County of Lehigh Allentown, PA	County of Lehigh 17 South Seventh Street Allentown, PA 18101 Contact: George Nader, Jr. 610-782-3000	Spillman Farmer Architects 1720 Spillman Drive, Suite 200 Bethlehem, PA 18015 Contact: Vanessa dela Torre 610-865-2621	\$422,000.00	\$0.00	\$422,000.00	11/2016 on schedule
PRIME Roof Replacement / Masonry Repairs First National Bank Wilkes-Barre, PA	The City of Wilkes-Barre 40 East Market Street Wilkes-Barre, PA 18711 Contact: Ken Drevitch 570-208-4132	Quad Three Group, Inc. 37 North Washington Street Wilkes-Barre, PA 18701 Contact: John Cowder, AIA 570-829-4200	\$138,160.00	\$9,932.00	\$148,092.00	10/2012 on schedule

**Multi-Prime Contracts Performed As Prime Contractor
Qualifications Questionnaire Attachment - Capability #11**



PROJECT	OWNER/AGENT	ARCHITECT	CONTRACT AMOUNT	CHANGE ORDERS	FINAL CONTRACT AMOUNT	PROJECT COMPLETED
PRIME Masonry Restoration & Window Replacement Paxinos Elementary School Easton, PA	Easton Area School District 2601 William Penn Hwy. Easton, PA 18045 Contact: Michael Simonetta 610-250-2400	D'Huy Engineering, Inc. Contact: Ronald C. Carr, PE 610-865-3000	\$2,142,500.00	\$48,500.00	\$2,191,000.00	on schedule
PRIME Steel Window & Stone Panel Restoration William J. Nealon Fed. Bldg. Scranton, PA	U.S. General Services 20 N. 8th Street Philadelphia, PA 19107 Contact: Amanda Smith 215-446-4983	RMJM (Hillier Architecture) Contact: Lisa Soderberg 212-629-4100	\$2,128,000.00	\$249,146.41	\$2,377,146.41	on schedule
PRIME Restoration of Peristyle Deck Main Capitol Building Capitol Complex Dome Harrisburg, PA	Department of General Services Public Works Unit 18th & Herr Streets, Tent Bldg. Harrisburg, PA 17125 Contact: Richard Sarlano 717-787-1813	Perfido Welskopf Wagstaff & Goettel/Noblem Preservation Svs. Contact: Richard Miller 412-391-2884	\$3,375,000.00	\$31,635.60	\$3,406,635.60	on schedule
PRIME Masonry & Steel Window Rest. Main Capitol Building State of West Virginia Charleston, WV	General Services Division 1900 Kanawha Blvd. Charleston, WV 25305 Contact: Richard Corcovilos 304-558-1279	Swanke Hayden Connell Architects Contact: Elizabeth Moss 212-226-9696	\$3,171,061.00	\$260,263.73	\$3,431,324.73	on schedule
PRIME Brick Replacement, Repointing & Window Replacement University of Maryland Baltimore, MD	University of Maryland at Baltimore 220 Arch Street Baltimore, MD 21201 Contact: Ted Warner 410-706-1835	N/A			\$5,210,000.00	on schedule



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Qualifications Questionnaire - Capability Attachment #12

ROOFING - REFERENCE LIST (PARTIAL)

<u>PROJECT</u>	<u>OWNER/AGENT</u>	<u>ARCHITECT</u>
TPA Roof Replacement Fleece Back-Hot Bloomsburg Middle School Bloomsburg, PA	Bloomsburg Area School District 728 East 5 th Street Bloomsburg, PA 17815 Contact: Nick Wozniak 570-764-4507	Tremco Incorporated 5990 Acorn Drive Emmaus, PA 18049 Contact: Alan Behnke 610-392-6480
BUR Roof Replacement Central Columbia Jr./Sr. High School Central Columbia Elementary School Bloomsburg, PA	Central Columbia School District 4777 Old Berwick Road Bloomsburg, PA 17815 Contact: Dwayne Proseno 570-784-2850	Tremco Incorporated 5990 Acorn Drive Emmaus, PA 18049 Contact: Alan Behnke 610-392-6480
Torch-Down Modified Roof Replacement Wings B & C Cedarbrook Nursing Home County of Lehigh Allentown, PA	County of Lehigh Cedarbrook Nursing Home 17 South 7th Street - Government Ctr. Allentown, PA 18101 Contact: Ed Repasch 610-336-5615	Alfred Benesch & Company 840 Hamilton Street - Ste. 400 Allentown, PA 18101 Contact: James Pudleiner, PE 610-439-7066
Modified - Cold Process Library and South Hall BUR Roof Replacement Graham Building Penn State Campus Hazleton, PA	Penn State Hazleton Campus 76 University Drive Hazleton, PA 18202 Contact: Thomas Butchko 570-450-3156	Weatherproofing Technologies, Inc. 24 Cherry Circle Glen Mills, PA 19342 Contact: Clifford C. Conover, PE 610-361-8655
Slate Roof Replacement Kutztown University Phase I The Old Main Building - Risley Hall Kutztown, PA	Kutztown University 15200 Kutztown Road Kutztown, PA 19530 Contact: Craig Kleinsmith 610-683-4602	STV Architects 205 West Welsch Drive Douglasville, PA 19518 Contact: Jeff Mosser 610-780-2424

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300 Papermill Road • Bloomsburg, Pennsylvania 17815 • 570.389.8446 • Fax: 570.389.8447

Member: Sealant, Waterproofing & Restoration Institute • Mason Contractors Association of America • National Roofing Contractors Association
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196

ROOFING – REFERENCE LIST (PARTIAL)



<u>PROJECT</u>	<u>OWNER/AGENT</u>	<u>ARCHITECT</u>
TPO Roof Replacement Construction Specialties Muncy, PA	Construction Specialties, Inc. 6696 State Route 405 Muncy, PA 17756 Contact: Harry Fulton 570-546-4501	N/A
BUR Roof Replacement Cedar View Apartments 4230 Dorney Park Road Allentown, PA	County of Lehigh 17 South 7 th Street – Government Ctr. Allentown, PA 18101 Contact: Bill McCormick 610-336-5615	Alfred Benesch & Company 840 Hamilton Street – Ste. 400 Allentown, PA 18101 Contact: James Pudleiner, PE 610-439-7066
EPDM Fully Adhered 90 Mil. Elk Lake School Complex Elk Lake School District Springville, PA	Elk Lake School District 2380 Elk Lake School Road Dimock, PA 18816 Contact: Jim Jones 570-278-1106	Hayes Large Architects P.O. Box 1784 Altoona, PA 16603 Contact: Matt Luttrell 814-946-0451
Roof Coatings Adhered EPDM Roof Replacement Berwick Hospital Center Berwick, PA	Berwick Hospital Center 701 E. 16th Street Berwick, PA 18603 Contact: Brian Wieners 570-441-6132	N/A
EPDM Roof Replacement First National Bank Wilkes-Barre, PA	The City of Wilkes-Barre 40 East Market Street Wilkes-Barre, PA 18711 Contact: Ken Drevitch 570-208-4132	Quad 3 Group, Inc. 37 North Washington Street Wilkes-Barre, PA 18701 Contact: John Cowder, AIA 570-829-4200
Slate Roof Replacement Kutztown University Phase II The Old Main Building - B Wing Kutztown, PA	Kutztown University 15200 Kutztown Road Kutztown, PA 19530 Contact: Craig Kleinsmith 610-683-4602	STV Architects 205 West Welsch Drive Douglasville, PA 19518 Contact: Jeff Mosser 610-780-2424
EPDM Roof Repairs & Replacement Reiter Automotive North America, Carpet Bloomsburg, PA	Rieter Automotive N. America, Carpet 480 West 5th Street Bloomsburg, PA 17815 Contact: Loren Fish 570-441-4493	N/A

ROOFING - REFERENCE LIST (PARTIAL)



<u>PROJECT</u>	<u>OWNER/AGENT</u>	<u>ARCHITECT</u>
TPA Roof Replacement Pexco Clarks Summit, PA	Sandvik/Pexco 982 Griffin Pond Road Clarks Summit, PA 18411 Contact: Eric Sirianni 570-585-7531	Tremco Incorporated 5990 Acorn Drive Emmaus, PA 18049 Contact: Alan Behnke 610-392-6480
Plaza Deck Replacement Torch-Down Roofing W/Pavers B Wing - Plaza Deck Cedarbrook Nursing Home County of Lehigh Allentown, PA	County of Lehigh Cederbrook Nursing Home 17 South 7th Street - Government Ctr. Allentown, PA 18101 Contact: Ed Repasch 610-336-5615	Alfred Benesch & Company 840 Hamilton Street - Ste. 400 Allentown, PA 18101 Contact: James Pudleiner, PE 610-439-7066
BUR Roof Replacement St. Pius X Seminary Dalton, PA	Diocese of Scranton 300 Wyoming Avenue Scranton, PA 18503 Contact: Frank Semanski 570-877-5967	Project Engineer: In-House Contact: Terry Stephens 570-604-5084
BUR Roof Replacement Adhered EPDM Metal Roof Procter & Gamble Route #87 Mehoopany, PA	Procter & Gamble Route #87, Box 34 Mehoopany, PA 18629 Contact: Scott Lunger 570-833-3108	N/A
Adhered EPDM Roof Replacement Harrisburg State Hospital Eaton Building No. 54 Harrisburg, PA	Commonwealth of Pennsylvania Room 321 - Arsenal Bldg. 18th and Herr Streets Harrisburg, PA 17125 Contact: Richard Zimmerman 717-787-6984	N/A
TPA Roof Replacement Red Rock Job Corps. Center Gymnasium Lopez, PA	Red Rock Job Corps. Route 487 North, P.O. Box 218 Lopez, PA 18628 Contact: Robert Kocher 570-477-0218	Tremco Incorporated 5990 Acorn Drive Emmaus, PA 18049 Contact: Alan Behnke 610-392-6480
TPA Roof Replacement Fully Adhered Day-Timers, Inc. East Texas, PA	Day-Timers, Inc. One Willow Lane East Texas, PA 18046 Contact: Dennis Kuebler 610-398-1151	Tremco Incorporated 5990 Acorn Drive Emmaus, PA 18049 Contact: Alan Behnke 610-392-6480

ROOFING -- REFERENCE LIST (PARTIAL)



<u>PROJECT</u>	<u>OWNER/AGENT</u>	<u>ARCHITECT</u>
Roof Coating Dietary Building White Haven Center White Haven, PA	PA Dept. of Public Welfare White Haven Center 827 Oley Valley Road White Haven, PA 18661 Contact: George Maag 717-783-3973	The Garland Company Contact: Robert McCarthy 267-446-6558
TPO Roof Replacement Pactive Corp. Mt. Carmel, PA	New Spring Manufacturing 2070 Locust Gap Hwy. Mt. Carmel, PA 17851 Contact: Matt McCurdy 670-339-2618	N/A
Torch-Down Modified Roof Replacement Lehigh County Courthouse Allentown, PA	County of Lehigh 17 South 7th Street - Government Ctr. Allentown, PA 18101 Contact: Ed Repasch 610-336-5615	Alfred Benesch & Company 840 Hamilton Street - Ste. 400 Allentown, PA 18101 Contact: James Pudleiner, PE 610-439-7066
Adhered EPDM Roof Replacement Geisinger Ambulatory Surgical Ctr. Danville, PA	Geisinger Health System 100 N. Academy Street Danville, PA 17222-1540 Contact: Larry Pardoe 570-271-6348	N/A
BUR & Slate Roof Replacement Moravian College - Comenius Hall and Memorial Science Hall Bethlehem, PA	Moravian College 1200 Main Street Bethlehem, PA 18018 Contact: Kurt Schreefer 610-625-7982	Spillman Farmer Architects 1720 Spillman Drive, Suite 200 Bethlehem, PA 18015 Contact: Salvatore Verrastro 610-865-2621
Adhered EPDM Roof Replacement Ringtown Elementary School Ringtown, PA	North Schuylkill School District 15 Academy Lane, Route 61 Ashland, PA 17921 Contact: Thomas Kowalenek 570-874-0466	Bink Architectural Partnership 133 South 32nd Street Camp Hill, PA 17011 Contact: Dan Krizan 717-737-0402
Slate, EPDM Roof Replacement Bloomsburg University Carver Hall Tower Bloomsburg, PA	Richard A. Angelo, Inc. R.R. #4, Box 4180 Hazleton, PA 18201-9707 Contact: Jay Welsh 570-683-5598	The Larson Architectural Group 1000 Commerce Park Drive Williamsport, PA 17701 Contact: Rob Gehr 570-323-6603

ROOFING – REFERENCE LIST (PARTIAL)



<u>PROJECT</u>	<u>OWNER/AGENT</u>	<u>ARCHITECT</u>
Adhered EPDM Roof Replacement Eagles Building Renovations Berwick, PA	Berwick Industrial Development Ctr. 120 East Third Street Berwick, PA 18603 Contact: Karen Ferrigno 570-752-3612	Robert Lack AIA Arch. & Design 230 Market Street Lewisburg, PA 17837 Contact: Robert Lack, AIA 570-524-2300
Adhered EPDM Roof Replacement Danville Police & Borough Buildings Danville, PA	Borough of Danville Municipal Bldg. 235 Mill Street Danville, PA 17821 Contact: Tom Graham 570-275-3091	The Larson Architectural Group 1000 Commerce Park Drive Williamsport, PA 17701 Contact: Rob Gehr 570-323-8603
Spanish Tile Roof Replacement Basilica of St. Michael the Archangel Phase I & II Loretto, PA	Basilica of St. Michael the Archangel 321 St. Mary Street Loretto, PA 15940 Contact: Monsignor Swope 814-683-9610	N/A
Metal Roof Replacement Light & Power Building Borough of Lehigh Lehigh, PA	Borough of Lehigh 1 Constitution Avenue - PO Box 29 Lehigh, PA 18235 Contact: Brenda Koons 610-377-4002	N/A
Copper Shingles, EPDM Roof Replacement Centre County Courthouse Bellefonte, PA	Centre County Commissioners 420 Holmes Street Bellefonte, PA 16823 Contact: Denise Elbell 814-355-6775	Hoffman & Popovich Arch., LLC 3939 South Atherton Street State College, PA 16801 Contact: Alan Popovich 814-355-6775
TPO Roof Replacement Mercy Hospital General Services Building Scranton, PA	Mercy Health Partners 346 Jefferson Avenue Scranton, PA 18501 Contact: Dave Mattei 570-348-7186	N/A
Adhered EPDM Roof Replacement The Guild Building Scranton, PA	Diocese of Scranton 300 Wyoming Avenue Scranton, PA 18503 Contact: Terry Stephens 570-604-5084	Kelly and Connell Arch. 113 N. State Street Clarks Summit, PA 18411 Contact: Dennis Kelly 570-586-1998

ROOFING – REFERENCE LIST (PARTIAL)



<u>PROJECT</u>	<u>OWNER/AGENT</u>	<u>ARCHITECT</u>
BUR Roof Replacement ADA B. Cheston Elementary School 723 Coal Street Easton, PA	Easton Area School District 1801 Bushkill Drive Easton, PA 18042 Contact: Tim Case 610-923-8948	D'Huy Engineering, Inc. 433 Main Street Bethlehem, PA 18018 Contact: Henry Guarriello 610-865-3000
BUR Roof Replacement Lewisburg High School - Library Route #15 & Route #45 Lewisburg, PA	Lewisburg Area School District P.O. Box 351 Lewisburg, PA 17837 Contact: Ken Lepley 570-523-3220	W.P. Hickman 21 Shawnee Road Bloomsburg, PA 17815 Contact: Lew Hendricks 570-387-1891
EPDM Roof Replacement Troy Manufacturing - Source Building Hazleton, PA	Troy Manufacturing 130 Lions Drive Hazleton, PA 18201 Contact: Tom Cicini 570-453-5252	N/A
Metal Roof Replacement First English Baptist Church Bloomsburg, PA	First English Baptist Church 700 Millville Road Bloomsburg, PA 17815 Contact: Clair Hock 570-784-3649	Robert Lack AIA Arch. & Design 230 Market Street Lewisburg, PA 17837 Contact: Robert Lack, AIA 570-524-2300
BUR Roof Replacement Penn State Campus Commons Building Wilkes-Barre, PA	Penn State University Commonwealth Services Bldg. 328, Ste. 325 University Park, PA 16802 Contact: A.I. Adams 814-280-2523	Weatherproofing Technologies, Inc. 24 Cherry Circle Glen Mills, PA 19342 Contact: Clifford C. Conover, PE 610-361-8655
Spanish Tile Roof Replacement First English Lutheran Church Syracuse, NY Exterior Restoration	First English Lutheran Church Syracuse, NY	Holmes, King, Kallquist & Assoc. 575 Salina Street Syracuse, NY 13208 Contact: Bruce King 315-476-8371
Spanish Tile Roof Replacement Mattes Street Tower Scranton, PA	Steamtown National Historic Site 150 South Washington Avenue Scranton, PA 18503 Contact: Brenda Belotti 570-340-5190	N/A

ROOFING – REFERENCE LIST (PARTIAL)



<u>PROJECT</u>	<u>OWNER/AGENT</u>	<u>ARCHITECT</u>
Spanish Tile Roof Replacement E.D. Pon's Building Wilkes-Barre, PA	E.D. Pon's Building 70 South Franklin Street Wilkes-Barre, PA 18702 Contact: Tony Aigeldinger 570-824-6340	N/A
Mechanically EPDM Roof Replacement Newtown - Slocomb Manufacturing Wilkes-Barre, PA	Newtown - Slocomb Manufacturing 247 Old River Road Wilkes-Barre, PA 18702 570-825-3675	N/A
Slate Roof Replacement East Stroudsburg University One College Circle East Stroudsburg, PA	East Stroudsburg University 200 Prospect Street East Stroudsburg, PA 18301 Contact: William Mohlenhoff 570-422-3077	Spillman Farmer Architects 1720 Spillman Drive, Suite 200 Bethlehem, PA 18015 Contact: Salvatore Verrastro 610-865-2621
Built-up Roof Replacement Hunterdon Medical Center Flemington, NJ	Hunterdon Medical Center 2100 Wescott Drive Flemington, NJ 08822 Contact: Nelson A. Gralha 908-237-5422	N/A
TPO Roof Replacement Mercy Hospital General Services Building Scranton, PA	Mercy Health Partners 346 Jefferson Avenue Scranton, PA 18501 Contact: Dave Mattei 570-348-7186	N/A
Slate Roof Replacement & Repairs Carbon County Courthouse Jim Thorpe, PA	Carbon County Courthouse Annex 2 Hazard Square - 2nd Flr. Jim Thorpe, PA 18229 Contact: Randall Smith 570-325-8988	Carbon Engineering, Inc. 350 N. Pine Street Summit Hill, PA 18250 Contact: Ron Tirpak 570-645-9545
TPA Roof Replacement Valley Elementary/Middle School Hazleton Area School District Hazleton, PA	Hazleton Area School District 1515 W. 23rd Street Hazleton, PA 18202 Contact: Andre Marchese 570-233-0153	Tremco Incorporated 5990 Acorn Drive Emmaus, PA 18049 Contact: Alan Behnke 610-392-6480
TPA Roof Replacement West Hazleton Elementary/Middle School Hazleton Area School District West Hazleton, PA	Hazleton Area School District 1515 W. 23rd Street Hazleton, PA 18202 Contact: Andre Marchese 570-233-0153	Tremco Incorporated 5990 Acorn Drive Emmaus, PA 18049 Contact: Alan Behnke 610-392-6480

ROOFING -- REFERENCE LIST (PARTIAL)



<u>PROJECT</u>	<u>OWNER/AGENT</u>	<u>ARCHITECT</u>
Adhered EPDM Roof Replacement Tobyhanna Army Depot Building 2, Bays 2, 3, 4, 5 & 6 Tobyhanna, PA	Tobyhanna Army Depot 11 Hap Arnold Boulevard Tobyhanna, PA 18466 Contact: Don Rusnak 670-895-7299	N/A
Torch-Down Modified Roof Replacement Cedarbrook Nursing Home County of Lehigh Allentown, PA	County of Lehigh Cedarbrook Nursing Home 17 South 7th Street - Government Ctr. Allentown, PA 18101 Contact: Ed Repasch 610-336-5615	Fedetz & Martin Associates 1837 Roth Avenue Allentown, PA 18104 Contact: John Limpar 610-432-9924
BUR, Metal Roof Replacement Halifax Area School District Elementary School Halifax, PA	Halifax Area School District 3940 Peters Mountain Road Halifax, PA 17032	Robert Lack Arch. & Design 230 Market Street Lewisburg, PA 17837 Contact: Robert Lack, AIA 570-524-2300
Terra Cotta Tile Roof Replacement Dauphin County Library System Downtown Branch Harrisburg, PA	Dauphin County Library System 101 Walnut Street Harrisburg, PA 17101 Contact: Daniel Bowman 717-234-4961 ext. 111	Hammel Associates Arch., LLC 26 West Orange Street Lancaster, PA 17603 Contact: Keith Kauffman 717-393-3713
Slate Roof Replacement Berwick City Hall Berwick, PA	Berwick Community Preservation Corp. Berwick City Hall 344 Market Street Berwick, PA 18603 Contact: Betty Gray 570-752-2723	SEDA Council of Government 201 Furnace Road Lewisburg, PA 17837 Contact: Thomas Grbenick 570-524-4491
TPO Roof Replacement Oley Valley High School Oley, PA	Oley Valley School District 17 Jefferson Street Oley, PA 19547 Contact: James Stock 610-987-4100 ext. 1104	AEM Architects 3700 Perkiomen Avenue Reading, PA 19606 Contact: Philip Leinbach, AIA 610-779-3220
Adhered EPDM Roof Replacement Press Enterprise Bloomsburg, PA	Press Enterprise, Inc. 3185 Lackawanna Avenue Bloomsburg, PA 17815 Contact: Thomas Morris 570-784-2121	N/A

ROOFING – REFERENCE LIST (PARTIAL)



<u>PROJECT</u>	<u>OWNER/AGENT</u>	<u>ARCHITECT</u>
Slate Roof Replacement Shavertown - Private Residence 1775 Sutton Road Shavertown, PA	Mericle Construction 100 Baltimore Drive Wilkes-Barre, PA 18702 Contact: Scott Frask 570-823-1100	N/A
Hot Mopped, Modified Roof Replacement Wilkes-Barre Fire Stations Wilkes-Barre, PA	City of Wilkes-Barre 40 East Market Street Wilkes-Barre, PA 18711 Contact: Dave Lewis 570-208-1574	N/A
Slate Roof Replacement St. Joseph's Church Jim Thorpe, PA	St. Joseph's Church 526 North Street Jim Thorpe, PA 18229 Contact: Sandy Lewis 570-325-3731	N/A
Slate Roof Replacement Kutztown University Multi-Cultural Center Kutztown, PA	Kutztown University 15200 Kutztown Road Kutztown, PA 19530 Contact: Craig Kleinsmith 610-683-4602	STV Architects 205 West Welsch Drive Douglasville, PA 19518 Contact: Jeff Mosser 610-683-1558
Slate Roof Improvements Mansfield University North Hall Mansfield, PA	Mansfield University Brooks Maintenance Building Mansfield, PA 16933 Contact: Greg Black 510-662-4960	Burkavage Design Assoc. 200 Abington Executive Park Clarks Summit, PA 18411-2260 Contact: David J. Yablonski 570-586-0719
Slate Roof Repairs Shippensburg University Old Main Shippensburg, PA	Shippensburg University 1871 Old Main Drive Shippensburg, PA 17257 Contact: Harry Carroll 717-477-1404	EI Associates 2001 N. Front Street, Bldg. #3 Harrisburg, PA 17102 Contact: Gary Bannon 717-233-4556
Clock Tower Slate Roof Installation Columbia County Courthouse Bloomsburg, PA	Columbia County 11 W. Main Street Bloomsburg, PA 17815 Contact: Gail Kipp 570-389-5604	L. Robert Kimball & Associates 328 Innovation Blvd., Suite 222 State College, PA 16803 Contact: Rodney Wheeler 814-867-4566

ROOFING -- REFERENCE LIST (PARTIAL)



PROJECT

OWNER/AGENT

ARCHITECT

Bell Tower Slate Roof Installation
St. John's Evangelical Lutheran Church
Tamaqua, PA

St. John's Evangelical Lutheran Church
Pine & East Mauch Chunk Street
Tamaqua, PA 18252

Daniel D. Schroeder
P.O. Box 88
Barnesville, PA 18214
570-449-1531

Projects Constructed With Computerized Project Scheduling
Contractor's Qualifications - Capability Attachment #13

OWNER: Department of General Services
ADDRESS: 18th & Herr Street, Harrisburg, PA 17125
LOCATION: PA State Farm Show Complex, Harrisburg, PA
CONTRACT: Prime
AMOUNT: \$856,439.00
KIND OF WORK: Limestone Coping Replacement, Brick Rebuilding & Repointing
NATURE OF PROJECT: Exterior Restoration

OWNER: City of Wilkes-Barre
ADDRESS: 40 East Market Street, Wilkes-Barre, PA 18711
LOCATION: First National Bank, Market Street, Wilkes-Barre, PA
CONTRACT: Prime
AMOUNT: \$148,092.00
KIND OF WORK: Roofing and Masonry Restoration
NATURE OF PROJECT: Exterior Restoration

OWNER: Department of General Services
ADDRESS: 18th & Herr Streets, Harrisburg, PA 17125
LOCATION: Main Capitol Complex, Harrisburg, PA
CONTRACT: Prime
AMOUNT: \$3,406,635.00
KIND OF WORK: Masonry Restoration and Roofing
NATURE OF PROJECT: Restoration of the Peristyle Deck

OWNER: County of Berks Services Center
ADDRESS: Court & Reed Streets, Reading, PA 19601
LOCATION: Berks County Services Center, Reading, PA
CONTRACT: Prime
AMOUNT: \$2,917,810.00
KIND OF WORK: Building Envelope Restoration & Rehabilitation
NATURE OF PROJECT: Restoration & Rehabilitation

Misc. Roofing Equipment Available for this Project

BLOWERS			
CART - MOTORIZED - Garlock			
CART - Pack Horse/Pack Rat			
ROOF TRAILER (LARGE 4-WHEEL)			
CUTTER - Cleasby			
CUTTER ULTRA - Garlock			
DRYER			
GLUE SPREADER - VERSIGRIP			
GLUE SPREADER-TREMCO FAS-N-FREE			
GLUE - DOUBLE BETTER SPREADER			
GRAVEL HOPPER			
GRAVEL SPREADER			
HEAT GUN WELDER - TPO (HAND)			
HEAT GUN WELDER - TPO (MACHINE)			
LADDER HOIST - 28'			
LADDER HOIST - 44'			
MILLENIUM MACHINE			
MOP CART			
POWER BROOM			
SCREW GUNS - STAND UP			
SECURE TAPER AND ROLLER			
SPRAY MACHINE - PREDATOR & Accessories			
TAR KETTLE - PUMPER			
TAR LUGGER			
TAR SPREADER			
TEAR-OFF MACHINE - (WARRIOR)			
ROOF TPO CORNER PRESS			
ROOF TPO ROLLER			
GRADALL ROUGH TERRAIN FORK LIFT			
NATIONAL 30 TON CRANE			
BOX & PAN BRAKE			
METAL BRAKE - 4 FT			
METAL BRAKE - 10 FT			
METAL BRAKE - PORTABLE 10'			
METAL BRAKE - PORTABLE 12'			
METAL NOTCHER			
METAL SHEAR			

C & D WATERPROOFING CORP.
INTERIM FINANCIAL STATEMENTS
SEPTEMBER 30, 2018

C & D Waterproofing Corp.
Interim Financial Statements
Table of Contents
September 30, 2018

	<u>Page</u>
Independent Accountants' Review Report	1 - 2
Financial Statements:	
Balance Sheet.....	3
Statement of Income and Retained Earnings	4
Statement of Cash Flows	5
Notes to Financial Statements.....	6 - 13
Supplementary Schedules:	
Schedule I - Cost of Contract Revenues Earned	14
Schedule II - General and Administrative Expenses.....	15



Independent Accountants' Review Report

C & D Waterproofing Corp.
300 Papermill Road
Bloomsburg, Pennsylvania

We have reviewed the accompanying financial statements of C & D Waterproofing Corp., which comprise the balance sheet as of September 30, 2018, and the related statements of income and retained earnings, and cash flows for the six months then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

210



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Independent Accountants' Review Report
(Cont'd)

Accountants' Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Other Matter

The accompanying supplementary information included in Schedules I and II is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from, and relates directly to, the underlying accounting and other records used to prepare the financial statements. The supplementary information has been subjected to the review procedures applied in our review of the basic financial statements. We are not aware of any material modifications that should be made to the supplementary information. We have not audited the supplementary information and do not express an opinion on such information.

J. H. Williams & Co. LLP

December 3, 2018

C & D Waterproofing Corp.

Balance Sheet

September 30, 2018

ASSETS

CURRENT ASSETS

Cash	\$ 398,487
Contract receivables	2,109,317
Inventory	56,560
Prepaid insurance	90,393
Costs and estimated earnings in excess of billings on uncompleted contracts	338,532
Investments available for sale	138,240
TOTAL CURRENT ASSETS	3,131,529

PROPERTY AND EQUIPMENT

2,329,981

\$ 5,461,510

LIABILITIES AND STOCKHOLDERS' EQUITY

CURRENT LIABILITIES

Line of credit payable	\$ 50,000
Current portion of long-term debt	118,539
Accounts payable	1,153,199
Accrued expenses	201,732
Accrued and withheld payroll taxes	34,126
Billings in excess of costs and estimated earnings on uncompleted contracts	-
Income taxes currently payable	286,133
TOTAL CURRENT LIABILITIES	1,843,729

LONG-TERM DEBT

1,216,697

DEFERRED INCOME TAXES

323,835

DEFERRED COMPENSATION PAYABLE

138,240

TOTAL LIABILITIES 3,522,501

STOCKHOLDERS' EQUITY

Common stock, \$1.00 par value, 1,000 shares authorized, 100 shares issued and outstanding	100
Additional paid-in capital	176,522
Retained earnings	1,762,387
TOTAL STOCKHOLDERS' EQUITY	<u>1,939,009</u>

\$ 5,461,510

See accompanying notes to financial statements and independent accountants' review report.

C & D Waterproofing Corp.
Statement of Income and Retained Earnings
For the six months ended September 30, 2018

CONTRACT REVENUES EARNED	\$ 6,242,207
COST OF CONTRACT REVENUES EARNED	<u>4,384,390</u>
GROSS PROFIT	1,857,817
GENERAL AND ADMINISTRATIVE EXPENSES	<u>882,527</u>
INCOME FROM OPERATIONS	<u>975,290</u>
OTHER INCOME (EXPENSE)	
Interest income	961
Miscellaneous income	7,573
Interest expense	<u>(15,193)</u>
OTHER INCOME (EXPENSE) NET	<u>(6,659)</u>
INCOME BEFORE INCOME TAX PROVISION	<u>968,631</u>
INCOME TAX PROVISION	
Current	313,633
Deferred (benefit)	<u>(31,529)</u>
TOTAL INCOME TAX PROVISION	<u>282,104</u>
NET INCOME	686,527
RETAINED EARNINGS - BEGINNING	<u>1,075,860</u>
RETAINED EARNINGS - ENDING	<u>\$ 1,762,387</u>

See accompanying notes to financial statements and independent accountants' review report.

C & D Waterproofing Corp.
Statement of Cash Flows
For the six months ended September 30, 2018

CASH FLOWS FROM OPERATING ACTIVITIES

Net income	\$ 686,527
Adjustments to reconcile net income to net cash provided by operating activities:	
Depreciation	102,654
Provision (benefit) for deferred income taxes	(31,529)
Increase (decrease) in cash resulting from changes in operating assets and liabilities:	
Contract receivables	(1,251,769)
Inventory	(21,868)
Prepaid expenses	(103,567)
Costs and estimated earnings in excess of billings on uncompleted contracts	(306,753)
Other assets	11,500
Accounts payable	853,851
Accrued expenses	28,493
Accrued and withheld payroll taxes	14,102
Billings in excess of costs and estimated earnings on uncompleted contracts	(5,784)
Income taxes currently payable	267,225
Deferred compensation payable	775
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>243,857</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Purchase of property and equipment	(796,272)
Investment purchases	(775)
NET CASH (USED IN) INVESTING ACTIVITIES	<u>(797,047)</u>

CASH FLOWS FROM FINANCING ACTIVITIES

Proceeds from long-term debt	674,500
Net increase in line of credit payable	50,000
Principal payments of long-term debt	(277,349)
NET CASH PROVIDED BY FINANCING ACTIVITIES	<u>447,151</u>

NET (DECREASE) IN CASH (106,039)

CASH - BEGINNING 504,526

CASH - ENDING \$ 398,487

See accompanying notes to financial statements and independent accountants' review report.

C & D Waterproofing Corp.

Notes to Financial Statements

September 30, 2018

NOTE 1 – Summary of Significant Accounting Policies

The accounting policies of C & D Waterproofing Corp. conform to accounting principles generally accepted in the United States of America and to general practices within the construction industry.

Business Activity

C & D Waterproofing Corp. (the "Company") is engaged in the special construction trade of renovating the exteriors of commercial and industrial-type buildings. The work is primarily performed under fixed-price contracts. The Company's operations are located in the eastern United States.

Revenues and Cost Recognition

Revenues from construction contracts are recognized on the percentage-of-completion method, measured by the percentage of costs incurred to date to total costs estimated by management for each contract. This method is used because management considers total cost to be the best available measure of progress on the contracts. Because of inherent uncertainties in estimating costs, it is at least reasonably possible that the estimates used will change within the near term.

Contract costs include direct costs, such as material and labor, and those indirect costs related to contract performance, such as indirect labor, supplies, tools, repairs and depreciation costs. General and administrative costs are charged to expense as incurred. Provisions for estimated losses on uncompleted contracts are made in the period in which such losses are determined. Changes in job performance, job conditions and estimated profitability may result in revisions to costs and income and are recognized in the period in which the revisions are determined. Changes in estimated job profitability resulting from job performance, job conditions, contract penalty provisions, claims, change orders, and settlements, are accounted for as changes in estimates in the current period.

The asset, "costs and estimated earnings in excess of billings on uncompleted contracts", represents revenues recognized in excess of amounts billed.

Use of Estimates

Management uses estimates and assumptions in preparing its financial statements in accordance with accounting principles generally accepted in the United States of America. Those estimates and assumptions affect the reported amounts of assets, liabilities, revenues and expenses. Actual results could vary from the estimates that were used.

C & D Waterproofing Corp.

Notes to Financial Statements

September 30, 2018

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Company considers all highly liquid instruments purchased with a maturity of three months or less when purchased to be cash equivalents.

Contract Receivables

Contract receivables are reported at the amount management expects to collect on balances outstanding at year-end. Based on management's assessment of the credit history and financial status with customers having outstanding balances, current relationships with them, and the effectiveness of collection procedures available, it has concluded that realization losses on balances outstanding at year-end will be immaterial. Interest is not charged on outstanding balances.

Inventories

Inventories consist of materials and supplies and are valued at the lower of cost or market.

Investments

Investments consist of mutual funds that have readily determinable fair value and are reported at cost, which approximate market values.

Property and Equipment

Property and equipment is stated at original cost. Depreciation is provided over the estimated useful lives of the respective assets using the straight-line method for financial reporting purposes and accelerated methods for income tax purposes.

Maintenance and repairs are charged to expense as incurred; major renewals or improvements are capitalized. On sales or retirements of property and equipment, the related costs and accumulated depreciation are removed from the accounts and any gain or loss is included in the results of current operations.

Income Taxes

Income taxes are provided for the tax effects of transactions reported in the financial statements and consist of taxes currently due plus deferred taxes related primarily to differences between the basis of assets and liabilities for financial and income tax reporting as required under FASB ASC 740 Income Taxes. The deferred tax assets and liabilities represent the future tax return consequences of those differences (timing differences), that will either be taxable or deductible when the assets and liabilities are recovered or settled.

C & D Waterproofing Corp.

Notes to Financial Statements

September 30, 2018

Principal timing differences are due primarily to (1) depreciation on property and equipment and (2) utilization of the percentage-of-completion method of accounting for recognition of income for financial reporting and the overall accrual method for tax reporting.

As of September 30, 2018, the Company had no uncertain tax positions that qualify for either recognition or disclosure in the financial statements. Additionally, the Company had no interest and penalties related to income taxes.

The Company is no longer subject to U.S. federal and state income tax examinations by tax authorities for years before 2016.

NOTE 2 – Contract Receivables

Contract receivables are summarized as follows:

Regular	\$ 1,805,754
Retainages	303,563
	<u>\$ 2,109,317</u>

NOTE 3 – Investments

The Company's investments are reported at cost which approximates fair value and are classified, for disclosure purposes, based on a hierarchy defined by FASB ASC 820, Fair Value Measurement. The established framework gives the highest ranking to fair values determined using unadjusted quoted prices in active markets for identical assets and liabilities (Level 1) and the lowest ranking to fair values determined using methodologies and models with unobservable inputs (Level 3). An asset's or a liability's classification is based on the lowest level input that is significant to its measurement. For example, a Level 3 fair value measurement may include inputs that are both observable (Levels 1 and 2) and unobservable (Level 3). The levels of the fair value hierarchy are as follows:

- Level 1:* Observable inputs based on unadjusted quoted prices for identical assets and liabilities in active markets that are accessible to the Company at the market date.
- Level 2:* Observable inputs, other than those included in Level 1, based on quoted prices for similar assets or liabilities in active markets, or quoted prices for identical assets and liabilities in inactive markets.
- Level 3:* Unobservable inputs that reflect the Company's own assumptions about what inputs a market participant would use in pricing the asset or liability based on the best information available in the circumstances.

C & D Waterproofing Corp.
Notes to Financial Statements
September 30, 2018

	Fair Value Measurements Using			
	Book Value	Quoted Prices in Active Markets for Identical Assets (Level 1)	Observable Inputs other than Level 1 (Level 2)	Significant Unobservable Inputs (Level 3)
Mutual funds	\$ 138,240	\$ 141,547	\$ -	\$ -

The mutual funds held by the Company are widely held and actively traded.

NOTE 4 – Contract Billing Status

Information follows with respect to the billing status of uncompleted contracts:

Contract costs incurred to date	\$ 4,004,330
Estimated gross profits earned to date	<u>1,394,702</u>
CONTRACT REVENUES EARNED TO DATE	5,399,032
Less: Actual billings to date	<u>5,060,500</u>
EXCESS OF REVENUES EARNED TO DATE OVER BILLINGS TO DATE	<u>\$ 338,532</u>

The excess of revenues earned to date over billings is included in the accompanying balance sheet as:

Costs and estimated earnings in excess of billings on uncompleted contracts	<u>\$ 338,532</u>
---	-------------------

C & D Waterproofing Corp.
Notes to Financial Statements
September 30, 2018

NOTE 5 – Property and Equipment

Property and equipment is comprised of the following:

Machinery and equipment	\$ 1,677,347
Transportation equipment	1,315,189
Building	515,696
Land	656,877
Office equipment	179,897
Leasehold improvements	<u>81,438</u>
	4,426,444
Less: Accumulated depreciation	<u>2,096,463</u>
	<u>\$ 2,329,981</u>

Depreciation expense for the period was \$102,654.

NOTE 6 – Related Party Transactions

As discussed in Note 8, Company owed stockholders \$140,000 on a promissory note.

Until March 2018, the Company had rented office, garage and warehouse facilities from an affiliate. In April 2018, the Company purchased these same facilities for \$750,000.

NOTE 7 – Notes Payable – Line of Credit

The Company has an unsecured line of credit agreement with a financial institution in the amount of \$750,000 renewable annually each year in July with an interest rate of one percent above prime. The balance due on this line of credit as of September 30, 2018 was \$50,000.

C & D Waterproofing Corp.
Notes to Financial Statements
September 30, 2018

NOTE 8 – Long-Term Debt

Long-term debt consisted of the following:

Note payable, with interest only payable monthly at 4.75%, unsecured, maturing March 2019.	\$ 350,000
Note payable, monthly installments of \$969, with interest at 3.6%, secured by transportation equipment with a carrying value of \$53,059, maturing March 2021.	19,528
Note payable, monthly installments of \$474, with interest at 3.60%, secured by transportation equipment with a carrying value of \$20,851, maturing June 2021.	14,868
Note payable, monthly installments of \$668, with interest at 4.50%, secured by transportation equipment with a carrying value of \$23,401, maturing July 2021.	23,865
Note payable, monthly installments of \$4,925, with interest at 4.25% to be adjusted at five-year intervals, secured by real estate with a carrying value of \$760,150, maturing March 2033.	634,489
Two notes payable, combined monthly installments of \$1,292, with interest at 3.60%, secured by transportation equipment with carrying values of \$27,380, maturing April 2019.	8,945
Note payable, monthly installments of \$815, with interest at 4.05%, secured by transportation equipment with a carrying value of \$37,085, maturing January 2021.	21,716
Notes payable with interest at 3.60% due to stockholders maturing March 2020, (see Note 6).	140,000
Note payable, monthly installments of \$1,022, with interest at 3.25%, secured by transportation equipment with a carrying value of \$27,891, maturing June 2019.	9,083
Note payable, monthly installments of \$792, with interest at 4.05%, secured by transportation equipment with a carrying value of \$34,735, maturing January 2021.	21,735
Note payable, monthly installments of \$978, with interest at 1.00%, secured by transportation equipment with a carrying value of \$51,661, maturing March 2022.	20,948
Note payable, monthly installments of \$1,136, with interest at 4.25%, secured by transportation equipment with a carrying value of \$59,618, maturing November 2021.	40,280
Note payable, monthly installments of \$823, with interest at 3.00%, secured by transportation equipment with a carrying value of \$50,477, maturing December 2021.	29,779
	1,335,236
	118,539
Less: Current portion	\$ 1,216,697

C & D Waterproofing Corp.
Notes to Financial Statements
September 30, 2018

Principal maturities are as follows for the annual period ending March 31:

2019	\$ 118,539
2020	598,720
2021	82,544
2022	47,616
2023	46,500
Thereafter	441,317
	<u>\$ 1,335,236</u>

NOTE 9 – Income Taxes

The current and deferred components of the income tax provision consisted of the following:

Federal:	
Current	\$ 204,639
Deferred (benefit)	<u>(20,627)</u>
	184,012
State:	
Current	108,994
Deferred (benefit)	<u>(10,902)</u>
	98,092
	<u>\$ 282,104</u>

The net deferred tax asset (liability) consisted of the following components:

	<u>Federal</u>	<u>State</u>	<u>Total</u>
Deferred tax assets related to:			
Deferred compensation payable	\$ 26,130	\$ 13,810	\$ 39,940
Deferred tax (liabilities) related to:			
Property and equipment	(210,437)	(111,219)	(321,656)
Tax versus book basis - percentage of completion	<u>(27,556)</u>	<u>(14,563)</u>	<u>(42,119)</u>
NET DEFERRED TAX (LIABILITY)	<u>\$ (211,863)</u>	<u>\$ (111,972)</u>	<u>\$ (323,835)</u>

C & D Waterproofing Corp.
Notes to Financial Statements
September 30, 2018

NOTE 10 – Pension Plans

The Company participates in various defined contribution pension plans for the benefit of its employees. Total contributions by the Company to these plans for the six months ended September 30, 2018 were \$163,080.

NOTE 11 – Deferred Compensation Plan

The Company has a nonqualified, deferred compensation plan for certain key employees. Contributions to the Plan are discretionary. Contributions are shown as compensation expense in the year accrued. For the six months ended September 30, 2018, the Company incurred \$775 in deferred compensation expense. Funding to pay benefits is not required until the earlier of the employee attaining the age of 59 1/2 years or after the completion of ten years of employment.

NOTE 12 – Rent Expense

The Company rents machinery and equipment on a short-term basis under operating leases. Total expense incurred for the six months ended September 30, 2018 was \$233,594.

NOTE 13 – Supplemental Disclosures of Cash Flow Information

Cash was paid during the year for:

Interest expense included in:

Cost of revenues earned

\$ 5,186

Other income and expense

15,193

\$ 20,379

Income taxes

\$ 46,408

NOTE 14 – Subsequent Events

Management has evaluated subsequent events through December 3, 2018, which is the date that the Company's financial statements were available to be issued.

C & D Waterproofing Corp.
Schedule I - Cost of Contract Revenues Earned
For the six months ended September 30, 2018

Materials and supplies	\$ 1,768,657
Salaries and wages	850,519
Subcontractors	105,197
Insurance	416,478
Payroll taxes	131,232
Equipment rental	231,068
Union expenses	422,843
Room and board	105,525
Professional and consulting fees	49,668
Depreciation expense	94,784
Equipment repairs	10,244
Auto and truck expenses	95,012
Job expenses	43,253
Carting	53,438
Interest expense	5,186
Travel, tolls and parking	<u>1,286</u>
TOTAL	<u>\$ 4,384,390</u>

See independent accountants' review report.

C & D Waterproofing Corp.
Schedule II - General and Administrative Expenses
For the six months ended September 30, 2018

Salaries and wages	\$ 527,939
Advertising	2,755
Rent	2,526
Office expense	22,915
Dues and subscriptions	12,335
Professional fees	67,141
Payroll taxes	40,484
Employee benefits	74,598
Insurance	2,399
Travel and entertainment	15,016
Donations	6,177
Depreciation expense	7,870
Vehicle expense	45,062
Utilities	6,858
Telephone	23,301
Licenses and taxes	<u>25,151</u>
TOTAL	<u>\$ 882,527</u>

See independent accountants' review report.



Hudson Insurance Company
Hudson Specialty Insurance Company
Hudson Excess Insurance Company

100 William Street, 5th Floor
New York, NY 10038

T 212 978.2800
F 212 978.2899
www.hudsoninsgroup.com

An OdysseyRe

Fairfax Company

March 1, 2019

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

Re: C & D Waterproofing Corp.
Resica Elementary School Roof Replacement

To Whom It May Concern:

C & D Waterproofing Corp. is a highly regarded and valued client of Hudson Insurance Company with a total bonding capacity of \$7,000,000 per single project limit and \$18,000,000 aggregate Surety Program. The available bonding capacity for C & D Waterproofing Corp. is \$10,500,000. Because of C & D Waterproofing Corp.'s superior reputation, resources and financial status, Hudson Insurance Company would favorably consider projects in excess of these parameters.

In accordance with the normal practice, Hudson Insurance Company's willingness to extend suretyship will be based on normal underwriting conditions at the time the bonds are requested and a review of the contract documents by C & D Waterproofing Corp. and Hudson Insurance Company, as well as satisfactory evidence of financing of the project.

Hudson Insurance Company is listed on the U.S. Treasury Department's Listing of Approved Sureties and is rated "A"/Excellent, XV (\$2 Billion or Greater) by A.M. Best Company.

Sincerely,

Hudson Insurance Company

Christina M. Haggerty, Attorney-In-Fact



HUDSON
INSURANCE COMPANY

BID BOND POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That HUDSON INSURANCE COMPANY, a corporation of the State of Delaware, with offices at 100 William Street, New York, New York, 10038, has made, constituted and appointed, and by these presents, does make, constitute and appoint

Norman F. Basso, Christina M. Haggerty, Lisa M. Farrell, Lindsey Holby, Joshua C. Lecker
of the State of Pennsylvania

its true and lawful Attorney(s)-in-Fact, at New York City in the State of New York, each of them alone to have full power to act without the other or others, to make, execute and deliver on its behalf, as Surety, bid bonds for any and all purposes.

Such bid bonds, when duly executed by said Attorney(s)-in-Fact, shall be binding upon said Company as fully and to the same extent as if signed by the President of said Company under its corporate seal attested by its Secretary.

In Witness Whereof, HUDSON INSURANCE COMPANY has caused these presents to be of its Senior Vice President thereunto duly signed on this 8th day of August, 20 18 at New York, New York.



Attest: Dina Daskalakis
Dina Daskalakis, Corporate Secretary

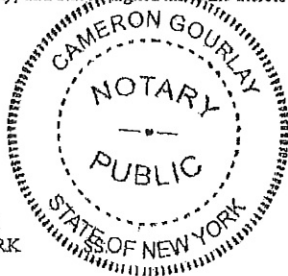
HUDSON INSURANCE COMPANY

By: Michael P. Cifone
Michael P. Cifone, Senior Vice President

STATE OF NEW YORK
COUNTY OF NEW YORK SS.

On the 8th day of August, 20 18 before me personally came Michael P. Cifone to me known, who being by me duly sworn did depose and say that he is a Senior Vice President of HUDSON INSURANCE COMPANY, the Company described herein and which executed the above instrument, that he knows the seal of said Company, that the seal affixed to said instrument is the corporate seal of said Company, that it was so affixed by order of the Board of Directors of said Company, and that he signed his name thereto by like order.

(Notarial Seal)



Cameron Gourlay
CAMERON GOURLAY
Notary Public, State of New York
No. 01GO6372305
Qualified in New York County
Commission Expires June 4, 2022

CERTIFICATION

STATE OF NEW YORK
COUNTY OF NEW YORK

The undersigned Dina Daskalakis hereby certifies:

THAT the original resolution, of which the following is a true and correct copy, was duly adopted by unanimous written consent of the Board of Directors of Hudson Insurance Company dated July 27th, 2007, and has not since been revoked, amended or modified:

"RESOLVED, that the President, the Executive Vice Presidents, the Senior Vice Presidents and the Vice Presidents shall have the authority and discretion, to appoint such agent or agents, or attorney or attorneys-in-fact, for the purpose of carrying on this Company's surety business, and to empower such agent or agents, or attorney or attorneys-in-fact, to execute and deliver, under this Company's seal or otherwise, bonds obligations, and recognizances, whether made by this Company as surety thereon or otherwise, indemnity contracts, contracts and certificates, and any and all other contracts and undertakings made in the course of this Company's surety business, and renewals, extensions, agreements, waivers, consents or stipulations regarding undertakings so made; and

FURTHER RESOLVED, that the signature of any such Officer of the Company and the Company's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seal when so used whether heretofore or hereafter, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed."

THAT the above and foregoing is a full, true and correct copy of Power of Attorney issued by said Company, and of the whole of the original and that the said Power of Attorney is still in full force and effect and has not been revoked, and furthermore that the Resolution of the Board of Directors, set forth in the said Power of Attorney is now in force.



In Witness the hand of the undersigned and the seal of said Company this 1st day of March, 20 19.

By: Dina Daskalakis
Dina Daskalakis, Corporate Secretary



SAFETY MANUAL

Injury & Illness Prevention Program

C&D Waterproofing Corp.
300 Papermill Road
Bloomsburg, PA 17815
OFFICE: 570-389-8446
FAX: 570-389-8447

Table of Contents

Section/Program	Page No.
<u>SAFETY POLICY STATEMENT</u>	<u>6</u>
<u>INJURY ILLNESS PREVENTION PROGRAM (IIPP)</u>	<u>7</u>
Introduction	7
Individual Cooperation	7
Safety Program Goals	7
Basic Safety Rules	7
Designated Responsible Safety Officer	10
Responsibilities	12
Employee Compliance & Accident Free Workplace	13
Disciplinary Policy	13
Safety & Health Training	16
Safety Training Topics	17
Periodic Safety Training Meetings	18
Employee Training Documentation	18
Employee Communication	18
Accident Prevention Posting Policy	19
Safety Committees	19
Hazard Identification – Inspections & Abatement	20
Accident Investigations	20
OSHA Records Required	21
Safety Equipment	23
Protective Equipment / Clothing	24
Smoking & Fire Safety	24
OSHA Reporting	24
<u>CODE OF SAFE WORK PRACTICES</u>	<u>25</u>
<u>General Code of Safe Work Practices</u>	<u>25</u>
<u>Hazard Specific Code of Safe Work Practices</u>	<u>27</u>
General Work Environment	27
Personal Protective Equipment & Clothing	27
Walkways	28
Floor & Wall Openings	28
Stairs & Stairways	28
Elevated Surfaces	29
Exiting or Egress	29
Exit Doors	30
Portable Ladders	30
Hand Tools & Equipment	30
Portable (Power Operated) Tools & Equipment	31
Abrasive Wheel Equipment Grinders	31
Powder Actuated Tools	32
Machine Guarding	32

<u>Lockout Blockout Procedures</u>	33
<u>Electrical</u>	33
<u>Lockout Tagout: Control of Hazardous Energy</u>	34
<u>Welding, Cutting & Brazing</u>	35
<u>Arc Welders</u>	36
<u>Compressors & Compressed Air</u>	37
<u>Compressed Air Receivers</u>	38
<u>Compress Gas & Cylinders</u>	38
<u>Material Handling</u>	38
<u>Hoist & Auxillary Equipment</u>	39
<u>Cranes</u>	39
<u>Industrial Trucks</u>	40
<u>Spraying Operations</u>	40
<u>Entering Confined Spaces</u>	41
<u>Environmental Controls</u>	42
<u>Ventilation for Indoor Quality</u>	43
<u>Control of Harmful Substances by Ventilation</u>	43
<u>Flammable & Combustible Materials</u>	43
<u>Fire Protection</u>	44
<u>Company Fire Brigades</u>	45
<u>Hazardous Chemical Exposures</u>	45
<u>Hazardous Substances Communication</u>	46
<u>Noise</u>	47
<u>Identification of Piping Systems</u>	47
<u>Transporting of Employees & Materials</u>	48
<u>Sanitizing Equipment & Clothing</u>	48
<u>Emergency Action Plan</u>	48
<u>Infection Control</u>	49
<u>Ergonomics</u>	49
<u>Back Lifting Safety</u>	50
<u>Housekeeping</u>	50
<u>Material Storage</u>	52
<u>Company Vehicles</u>	53
<u>Tire Inflation</u>	53
<u>Fueling</u>	54
<u>Working In the Cold</u>	54
<u>Working In the Heat</u>	54
INDIVIDUALS/ORGANIZATIONAL PROGRAMS	
<u>Safety Training</u>	56
<u>Drug & Alcohol Free Workplace</u>	58
<u>Workplace Violence Prevention</u>	62
<u>Contractor Safety Policy</u>	69
<u>First Aid</u>	75
<u>Bloodborne Pathogens Exposure Control</u>	79
<u>Personal Protective Equipment</u>	96
<u>Fire Prevention & Safety</u>	108

<u>Hazard Communication: Labeling & MSDS</u>	114
<u>Electrical Safety & Ground Fault Protection</u>	123
<u>Lockout Tagout: Control of Hazardous Energy</u>	151
<u>Emergency Action Plan</u>	159
<u>Ladders</u>	167
<u>Scaffolding</u>	170
<u>Roof Construction</u>	186
<u>Excavation, Trenching & Shoring</u>	193
<u>Forklifts: Inspection & Safe Operation</u>	205
<u>Heavy Equipment</u>	222
<u>Crane & Derrick Operation</u>	226
<u>Steel Erection for Construction</u>	233
<u>Permit-Required Confined Space Entry</u>	247
<u>Demolition Safety</u>	254
<u>Blasting & Explosives Use</u>	259
<u>Welding & Cutting</u>	271
<u>Compressed Gases</u>	286
<u>Fleet Motor Vehicles</u>	297
<u>Jobsite Vehicles, Traffic Control, Barricades, & Warning Signs</u>	303
<u>Ergonomics</u>	306
<u>Extreme Temperatures</u>	309
FORMS & CHECKLISTS	
<u>Disciplinary Action Notice of Safety Infraction</u>	314
<u>Employee Safety Suggestion/Information Form</u>	315
<u>Minutes of Safety Committee Meeting</u>	316
<u>Safety Committee Accident Investigation Report</u>	317
<u>Supervisor's Report of Injury or Illness</u>	318
<u>Supervisor's Report of Injury / Exposure</u>	319
<u>Employee Report of Injury / Exposure</u>	320
<u>Employee Survey On Hazard Assessment</u>	321
<u>Office Hazard Checklist</u>	325
<u>Personal Protective Equipment Certification of Hazard Assessment</u>	327
<u>Hepatitis B Vaccination Declination Form</u>	328
<u>Employee Consent to Hepatitis B Vaccine</u>	329
<u>Bloodborne Pathogens Exposure Incident Investigation Form</u>	330
<u>Bloodborne Pathogens Post-Exposure Evaluation & Follow-Up Checklist</u>	331
<u>Hazard Communication List of Hazardous Substances</u>	332
<u>Lockout Tagout Schedule</u>	333
<u>Procedure of Lockout Tagout Removal</u>	334
<u>Periodic – Annual Observation of Lockout Tagout Program</u>	335
<u>Annual Lockout Tagout Administrative Review</u>	337
<u>Scaffolding Inspection Checklist</u>	338
<u>Excavation & Trenching Inspection Checklist</u>	339
<u>Excavation, Trenching & Shoring Soil Analysis Inspection Checklist</u>	341
<u>Forklift Operator's Daily Forklift Inspection Report</u>	343
<u>Maintenance Department Monthly Forklift Inspection Record</u>	344

<u>Initial Forklift Operator License Certification</u>	345
<u>Re-Evaluation Forklift Operator License Certification</u>	346
<u>Crane Pre-Operational Lifting Checklist</u>	347
<u>Crane Suspended Personnel Platform Hoist Checklist</u>	350
<u>Crane Pre-Operational Daily Walk Around Inspection Checklist</u>	363
<u>Crane Monthly Periodic Monthly Inspection Checklist</u>	360
<u>Crane Annual Inspection Checklist</u>	363
<u>Confined Space Hazard Assessment</u>	370
<u>Confined Space Entry Permit</u>	372
<u>Confined Space Entry Log</u>	374
<u>Welding & Cutting Safety Inspection Checklists</u>	375
<u>Hotwork Permit</u>	379
<u>Welder Maintenance & Inspection Report</u>	380
<u>Ergonomics Task Risk Analysis Checklist</u>	381
Comprehensive Facility / Jobsite Safety Inspection Checklist (Separate Document)	
APPENDIX – Subcontractor Safety Requirements	383-388
EMPLOYEE SAFETY HANDBOOK (Separate Document)	

Safety Policy Statement

It is the policy of C & D Waterproofing Corp. that injury and illness prevention shall be considered of primary importance in all phases of operations and administration.

It is the intention of the company's top management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees.

The prevention of injury and illness is an objective affecting all levels of the organization and its activities. It is therefore, a basic requirement that each supervisor make the safety of employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt how to do a job safely, it is their duty to ask a qualified person for assistance.

Employees are expected to assist management in injury and illness prevention activities. Unsafe conditions must be reported. Fellow employees that need help should be assisted. Everyone is responsible for the housekeeping duties that pertain to their jobs.

Any injury that occurs on the job, even a slight cut or strain, must be reported to management as soon as possible. In no circumstance, except an emergency, should an employee leave a shift without reporting an injury that occurred.

When you have an injury and illness, everyone loses; you, your family, your fellow workers, and the company. Please work safely. It's good for everyone.

Jeffrey L. Marshman

President/Owner

Jeffrey L. Marshman

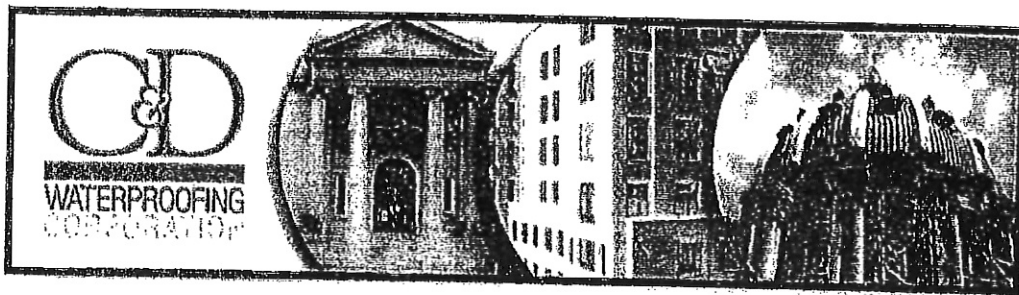
3/5/19

Date

Contractor's Questionnaire - Safety & Training Attachment #4

RESPIRABLE CRYSTALLINE SILICA EXPOSURE CONTROL PLAN

Rev. 00



C&D Waterproofing Corporation
300 Papermill Road
Bloomsburg, PA 17815
P: 570.389.8446
www.cdwaterproofingcorp.com

TABLE OF CONTENTS

SCOPE.....	3
POLICY STATEMENT	3
PLAN REVIEW AND UPDATE.....	4
DEFINITIONS	4
HAZARD ASSESSMENT	5
HEALTH RISKS	6
KEY COMPONENTS OF EXPOSURE CONTROL PLAN.....	7
EXPOSURE ASSESSMENT	7
GENERAL EXPOSURE CONTROL METHODS.....	8
Elimination and substitution	8
Engineering controls	8
LEV—Safe work practices	8
Wet dust control—Safe work practices	9
Barriers and enclosures—Safe work practices.....	9
General safe work practices	9
PPE.....	10
PROJECT SPECIFIC RCS CONTROLS.....	11
Cutting/Coring/Drilling of Masonry Products (i.e. Brick, Mortar, Limestone, Concrete, etc).....	11
Grinding of Mortar for Restoration and/or Removal (Tuckpointing).....	12
Handheld Grinders for Use Other than Mortar Removal.....	13
Jackhammering/Demolishing and Hand-Held Power Chipping Tools.....	14
MEDICAL SERVEILLANCE	15
Medical Surveillance Recordkeeping	15
HYGIENE FACILITIES AND PRACTICES	15
TRAINING	15
RECORDKEEPING	16
KEY TAKEAWAYS.....	16
COMPETANT PERSON TRAINING PROGRAM SAMPLE.....	17
OSHA SMALL ENTITY COMPLIANCE GUIDE - ADDITIONAL INFORMATION.....	18
OSHA RCS STANDARD 29 CFR 1926.115 FOR REFERENCE.....	19
APPENDIX A – Table 1.....	20



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Contractor's Questionnaire - Safety & Training Attachment #4

C & D Waterproofing Corporation

Fleet Safety Manual

(Updated 1/21/19)

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235



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DRIVER TRAINING

1. Drivers hired by C&D to operate a motor vehicle will have the basic skills and credentials necessary to perform this function as confirmed through the driver selection process.
2. New employees, contractor, and temporary hires will receive a copy of this program as part of their initial orientation. A formal orientation program is established to help assure all drivers are presented with the C&D policy, understand their responsibilities and are familiarized with their vehicle. Areas that must be addressed, with the driver, include:
 - a. Understand, review and given a copy of the Fleet Safety Program.
 - b. Understand and sign the Vehicle Assignment Agreement.
 - c. Review individual Motor Vehicle Report (MVR).
 - d. Understand accident reporting & emergency procedures.
 - e. Review operation and controls of vehicle being assigned.
 - f. Inspect vehicle using Vehicle Inspection Form.

A copy of this program will be kept in the vehicle.

3. **License Suspension:**

Drivers must notify the Vehicle Safety Coordinator, Joe Jarski , if their license is suspended or revoked.

4. **Remedial Training:**

Drivers may be required to attend a safe driving school (National Safety Council Defensive Driving course or equivalent) or an alcohol/drug abuse program on their own time and at their own expense if a review of the driver's MVR indicates:

- A. One or more violation convictions within any one-year period, or
- B. A conviction for driving while under the influence of alcohol or drugs.

Also, depending on the severity of the conviction, the employee's driving privileges may be revoked and/or may result in employment termination.

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VEHICLE ASSIGNMENT AGREEMENT

The undersigned hereby acknowledges receipt of a C&D-owned or leased automobile. I understand this vehicle is to be regularly maintained and serviced, according to the service schedule outlined in the Owner's Manual or the instructions issued by the Vehicle Safety Coordinator, whichever is appropriate.

Further, it is agreed this vehicle will be operated in a safe manner. I agree to wear my seat belt whenever the vehicle is in motion and will require other occupants to do so. I agree to be responsible for all traffic and parking violations that occur while the vehicle is assigned to me.

I understand articles of this agreement apply regardless of who is operating this vehicle. I may authorize others to drive this vehicle according to the following guidelines:

- Licensed spouse except if under 21 years of age.
- Licensed employees of C&D or its subsidiaries or affiliates.
- Other licensed drivers as I so designate in emergency situations only.

I agree to promptly report all accidents or incidents resulting in injury or damage to the vehicle or other property, no matter how slight.

I understand I am required to maintain a valid driver's license. Further, I herewith grant C&D the right to investigate my motor vehicle driving record any time. My current driver's license is issued from the State of _____ and is No. _____.

If my driving record contains two moving violations within one-year period, my record will be brought up before the C&D Vehicle Safety Coordinator for consideration of remedial training and/or loss of driving privileges.

I will be required to attend a safe driving class on my own time and at my expense, and to provide the Vehicle Safety Coordinator with confirmation of attendance within thirty days of notification if decided by the review board.

I understand I am not to modify the vehicle in any way without written permission. This specifically applies to the installation of cellular telephones, radios, CBs, speakers, etc. Further, trailer hitches and towing trailers are specifically prohibited. Further, I will not take this vehicle out of the United States without written permission from the Vehicle Safety Coordinator.

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I agree to reimburse the C&D for damages done to this vehicle because of my negligence. In the event of an accident, which has been determined to have been my fault, by citation, traffic court conviction, by my own admission, or determination by management, I recognize that I am responsible for the first 50% of the repair cost, up to a maximum reimbursement of \$250 per accident, if the vehicle is repairable. If the vehicle is a total loss, I agree to be responsible for \$250 as reimbursement for the loss.

I understand the operation of this vehicle in a safe operating condition is my responsibility. If this vehicle becomes unsafe, it is my responsibility to notify my supervisor immediately.

I read and agree to the provisions of this Vehicle Assignment Agreement and the requirements of the Motor Vehicle Safety Program.

SIGNATURE

DATE

VEHICLE ASSIGNED: _____
VIN NUMBER: _____
PLATE NUMBER: _____
MILEAGE: _____

OTHER DRIVERS

The undersigned agree to comply with the requirements of this Agreement, The Vehicle Safety Rules and the Vehicle Safety Program. (This section is to be completed by the employee's spouse and any other employees of the C&D who seek eligibility to operate the C&D vehicle.)

<u>Name (Print)</u>	<u>Signature/Date</u>	<u>License #</u>	<u>ST</u>	<u>Birthdate</u>	<u>SS #</u>
---------------------	-----------------------	------------------	-----------	------------------	-------------

_____	_____	_____	_____	_____	_____
-------	-------	-------	-------	-------	-------

_____	_____	_____	_____	_____	_____
-------	-------	-------	-------	-------	-------



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DRIVER SAFETY REGULATIONS

1. **Safety Belts:**
The driver and all occupants are required to wear safety belts when the vehicle is in operation or while riding in a vehicle. The driver is responsible for ensuring passengers wear their safety belts. Children under four years of age or under 40-pounds in weight must be secured in a DOT approved child safety seat.
2. **Impaired Driving:**
The driver must not operate a vehicle at any time when his/her ability to do so is impaired, affected, influenced by alcohol, illegal drugs, prescribed or over-the-counter medication, illness, fatigue or injury.
3. **Traffic Laws:**
Drivers must abide by the federal, state and local motor vehicle regulations, laws and ordinances.
4. **Vehicle Condition:**
Drivers are responsible for ensuring the vehicle is maintained in safe driving condition. Drivers of daily rentals should check for obvious defects before leaving the rental office/lot and, if necessary, request another vehicle if the first vehicle is deemed unsafe by the employee. Drivers are encouraged to rent vehicles equipped with air bags and ABS brakes, where available.
5. **Cellular Telephones, Walkmans and Pagers:**
The following procedures apply to employees driving on C&D business who wish to use cellular telephones in the vehicle.
 - A. External speaker and microphone must be included to allow hands-free operation.
 - B. Phone number memory and programming capabilities are to be included.
 - C. Drivers are to refrain from placing outgoing calls or responding to pagers while the vehicle is in motion.
 - D. Incoming calls should be limited.
 - E. For any vehicle equipped with cellular telephone that does not meet the above equipment specifications, use of the telephone/pager is authorized when the vehicle is safely parked.
 - F. Employees are prohibited from using a Walkman or similar device while operating a motor vehicle.

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6. Motorcycles:
Employees are prohibited from using motorcycles when traveling on C&D business.
7. General Safety Rules:
Employees are not permitted to:
 - A. Pick up hitchhikers.
 - B. Accept payment for carrying passengers or materials.
 - C. Use any radar detector, laser detector or similar devices.
 - D. Push or pull another vehicle or tow a trailer.
 - E. Transport flammable liquids or gases unless a DOT or Underwriters' Laboratories approved container is used, and only then in limited quantities.
 - F. Use of burning flares will be discouraged. The preferred method is the use of reflective triangles.
 - G. Assist disabled motorists or accident victims beyond their level of medical expertise. If a driver is unable to provide the proper medical care, he/she must restrict his/her assistance to calling the proper authorities. Your safety and well being is to be protected at all times.
8. C&D and Personal Property:
Employees are responsible for C&D property such as computers, work papers and equipment under their control. C&D will not reimburse the employee for stolen personal property.



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EMPLOYEE ACCIDENT REPORTING PROCEDURES

Employees will take the following actions when there are injuries to persons and/or damage to other vehicles or property:

1. If possible, move the vehicle to a safe location out of the way of traffic. Call for medical attention if anyone is hurt.
2. Secure the names and addresses of drivers and occupants of any vehicles involved, their operator's license numbers, insurance company names and policy numbers, as well as the names and addresses of injured persons and witnesses. Record this information on the Accident Report form (in the reporting packet). Do not discuss fault with, or sign anything for anyone except an authorized representative of C&D, a police officer, or a representative of the *C&D INSURANCE Company*.
3. Immediately notify the Vehicle Safety Coordinator Joe Jarski. If any injuries were involved and the Vehicle Safety Coordinator is not available, contact your supervisor immediately.
4. You will be contacted by the Vehicle Safety Coordinator to advise you how to arrange for repairs to the vehicle. Do not have the vehicle repaired until you receive authorization from the Vehicle Safety Coordinator.

When there is theft of or damage to your vehicle only:

1. If you did not witness the damage to the vehicle, you must notify the local police department immediately.
2. Immediately notify Vehicle Safety Coordinator Joe Jarski.
3. You will be contacted by the Vehicle Safety Coordinator to advise you how to arrange for repairs or replacement of the vehicle. Do not have the vehicle repaired until you receive authorization from the Vehicle Safety Coordinator.
4. Send a copy of the police report along with a memo outlining any additional information to the Vehicle Safety Coordinator.

Note: Accident reporting kits: every C&D vehicle should have an accident reporting kit in the glove box. This should include an accident report form, pen or pencil, and an inexpensive or disposable camera.

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VEHICLE INSPECTION REPORT

This report is due during the month of April and October each year. A separate report must be completed for each unit. After completion this report should be forwarded to: _____

Date: _____

Vehicle unit number: _____ License number: _____ Mileage: _____

Branch and Department number: _____ Driver: _____

Reporting office: _____ Department: _____

Year: _____ Make: _____ Model: _____

Serial number: _____

4 cylinder

6 cylinder

_____ other

Cruise

Tilt wheel

INSPECT AND CHECK ONE:

Lights

Head: ☐ OK ☐ Out

Parking: ☐ OK ☐ Out

Tail: ☐ OK ☐ Out

Directional: ☐ OK ☐ Out

Back-up: ☐ OK ☐ Out

Side: ☐ OK ☐ Out

Flashers: ☐ OK ☐ Out

Tires

Front left: ☐ Good ☐ Fair ☐ Poor ☐ Poor Front right: ☐ Good ☐ Fair

Rear left: ☐ Good ☐ Fair ☐ Poor ☐ Poor Rear right: ☐ Good ☐ Fair

Conventional spare: ☐ Good ☐ Fair ☐ Poor Snow tires: ☐ Yes ☐ No

Mini spare: ☐ Yes ☐ No ☐ Good ☐ Fair ☐ Poor

Note and explain uneven wear: _____

Brakes

Check for master cylinder leaks. If unusual conditions, explain: _____

Check brake pedal: ☐ High ☐ Low

Comments: _____

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Exterior

Paint, overall condition: ☐ Good ☐ Fair ☐ Poor
Chrome, overall condition: ☐ Good ☐ Fair ☐ Poor
Glass, overall condition: ☐ No damage ☐ Damage

Explanation of overall exterior condition: _____

Nonstandard ornamentation or equipment? (decals, trailer hitch, etc.) ☐ Yes ☐ No

If "Yes," describe: _____

Exterior damage? ☐ Yes ☐ No

If "Yes," note and explain estimated cost of repairs: _____

If "Yes," was claim submitted? ☐ Yes ☐ No

If "No," why not: _____

Interior

Overall appearance: ☐ Clean ☐ Worn ☐ Dirty
Condition of seats: ☐ Good ☐ Springs broken ☐ Sagging
Condition of upholstery: ☐ Clean ☐ Worn ☐ Dirty ☐ Torn ☐
Burn holes
Condition of carpets: ☐ Clean ☐ Worn ☐ Dirty ☐ Torn
Floor mats: ☐ Yes ☐ No
Windshield wipers: ☐ Good ☐ Fair ☐ Poor
Knobs, handles, etc.: ☐ Good ☐ Broken ☐ Missing

Accessories:

Flash light: ☐ Yes ☐ No
Horn working: ☐ Yes ☐ No
Safety belts: ☐ Working ☐ Nonworking
Windshield scraper: (if applicable) ☐ Yes ☐ No
Rear window defroster: ☐ Working ☐ Nonworking
Accident report kit: ☐ Yes ☐ No
Driver's manual: ☐ Yes ☐ No
Condition of trunk: ☐ Clean ☐ Dirty

Accessories:

Jack: ☐ Yes ☐ No
Handle and base: ☐ Yes ☐ No
Lug wrench: ☐ Yes ☐ No
Flares or reflectors (2-6): ☐ Yes ☐ No

Under Hood

Engine: ☐ Clean ☐ Dirty

Note apparent leakage: _____

Engine oil: ☐ Full ☐ Low
Condition: _____

Mileage of last oil change: _____ Mileage of last filter change: _____
Mileage of last lubrication: _____

Windshield washer fluid: ☐ Full ☐ Low
Battery water level: ☐ Full ☐ Low
Nonfillable: ☐ Yes ☐ No
Transmission fluid condition: ☐ Full ☐ Low Color: ☐ Red ☐ Black
Power steering fluid: ☐ Full ☐ Low

Overall Rating of Car

Excellent ☐ Good ☐ Fair ☐ Poor

Driver's comments: _____

Inspector's comments and recommendations: _____

Inspector's signature: _____
Branch/Fleet Coordinator signature: _____
Driver's signature: _____
Scheduled completion date of corrective action: _____



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APPLICATION ADDENDUM FOR EMPLOYMENT REQUIRING DRIVING

C&D _____

ADDRESS _____

NAME _____ PHONE: (____) _____
First Middle Last

DRIVER LICENSES: (list all licenses held in past 3 years and indicate those that are current)

STATE LICENSE NUMBER CLASS ENDORSEMENT(S) EXPIRATION

Have you ever been denied, or had revoked or suspended any license, permit, or privilege to operate a motor vehicle? Yes _____ No _____

If you answered YES to the above questions, give details: (if additional space is needed, attach sheet)

TRAFFIC CONVICTIONS AND FORFEITURES FOR PAST 3 YEARS: (Other than parking)

LOCATION
(CITY & STATE) DATE CHARGE PENALTY

DRIVING EXPERIENCE:

CLASS OF EQUIPMENT DATES
FROM TO APROX. NO. OF TOTAL MILES

Automobile _____

Van/Pickup _____

Truck/Tractor _____

Bus _____

Other (Specify) _____

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ACCIDENT RECORD FOR PAST 3 YEARS: (if additional space is needed, attach sheet)

DATE LOCATION NATURE OF ACCIDENT FATALITIES INJURIES

GENERAL:

Have you ever been convicted of a felony? Yes _____ No _____

Have you ever been refused bond Yes _____ No _____

If you answered YES to either question, give details: (if additional space is needed, attach sheet)

LIST SPECIAL TRAINING RELATED TO TRANSPORTATION:
(If additional space is needed, attach sheet)

TO BE READ AND SIGNED BY APPLICANT:

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge. I understand that, if hired, any misrepresentation of information in this application is cause for immediate dismissal. I authorize C&D to investigate my background to ascertain all information of concern to my employment history, whether same is of record or not, and release those providing such information from all liability for any damages resulting from furnishing this information. C&D will order and review my Motor Vehicle Record at time of hire and annually, and take necessary action to protect their organization from poor driving records. Further, I understand that I may be asked to demonstrate my ability to perform the essential functions necessary to complete the job and, if offered the job, that it may be conditioned on results of a physical examination, and controlled substances and alcohol misuse test.

DATE _____

APPLICANT'S SIGNATURE _____

East Stroudsburg Area School District

FILE COPY

Bid for:

North Campus Surveillance Camera Installation

Proposed by:

GUYETTE COMMUNICATION INDUSTRIES
90 Narrows Road
Plymouth, PA 18651-3298



March 5, 2019

East Stroudsburg SD – North Campus

Bid Form – Section 004113 – See Attached

Executed Bid Bond – Section 004313 – See Attached

Executed Non-Collusion Affidavit – Section 004519 – See Attached

Agreement of Surety – Section 001154 – See Attached Email

Letter of Insurer – Section 001155 – See Attached

Qualifications Questionnaire – Section 001153 – See Attached

**BID FOR EAST STROUDSBURG AREA SCHOOL DISTRICT
NORTH CAMPUS SURVEILLANCE CAMERA INSTALLATION**

Submitted To:

East Stroudsburg Area School District

50 Vine Street

East Stroudsburg, PA 18301

Submitted By:

Guyette Communication Industries Corp.

90 Narrows Road

Plymouth, PA 18651

**THIS BID FORM SHALL NOT BE ALTERED IN ANY MANNER. ANY ALTERED BID
FORMS SHALL BE CONSIDERED NON-RESPONSIVE AND WILL BE REJECTED.**

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the Contract Documents.
2. BIDDER accepts all of the terms and conditions of the Instructions to Bidders, including without limitation, those dealing with disposition of Bid Security. This Bid will remain open for SIXTY (60) days after the day of Bid Opening. BIDDER will sign the Agreement and submit the Contract Security and other documents required by the Contract Documents within ten (10) days after the date of OWNER'S Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:
 - a. BIDDER has examined copies of all Contract Documents, Advertisement to Bid, the Instructions to Bidders. Additionally, the Bidder hereby acknowledges receipt of the following addenda:

Addenda No.	1	2	_____	_____	_____
-------------	---	---	-------	-------	-------
 - b. BIDDER has examined the site and locality where the Work is to be performed, the legal requirements (federal, state, and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations, as BIDDER deems necessary. Failure to visit the project site shall be no reason for future request for additional compensation or costs of any kind.
 - c. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for himself any advantage over any other Bidder or OWNER.

EAST STROUDSBURG AREA SCHOOL DISTRICT
NORTH CAMPUS
SURVEILLANCE CAMERA INSTALLATION

4. The BIDDER agrees to perform the various items of Work for the following Single Lump Sum Price:

BASE BID PROPOSAL:

Single Prime Contract Base Bid Price (INCLUDING Project Allowances) for all work indicated on the Contract Documents.

Three Hundred Forty Two Thousand Seven Hundred Thirty Six _____ Dollars.
(Words)

(\$ 342,736.00 _____).
(Figures)

5. **ALTERNATES:** The Bidder agrees that the Owner shall have the right to accept or reject any or all of the following alternates, which acceptance or rejection shall enter into the determination of the low bidder. The Bidder agrees that the contract time shall not be increased on account of the acceptance of any one or combination of alternates unless specifically stated in such Alternate descriptions. The Bidder agrees that the Owner shall have the right to accept an alternate that is higher in price than the base bid or other alternate. Alternates Prices shall include the cost of furnishing, installing all materials, labor, tools, equipment and other incidentals necessary to complete the work in accordance with the design intent, manufacturers' recommendations, building codes and the project specifications. Do not adjust material allowance under any alternate bid items. Indicate whether alternate price is an add or deduct when a choice is provided.

(No Bid Alternates)

6. **UNIT PRICES:** OWNER to make adjustments to the Contract based on the actual field conditions encountered using the Unit Prices included with the proposal. The BIDDER agrees that OWNER reserves the right to reject or otherwise not agree to use the Unit Prices submitted, if in the Owner's opinion, the nature or quantity of the work encountered is such that the unit price cost no longer applies to the Work. The Owner also reserves the right to solicit independent proposals as required by the Department of Education guidelines, under a separate contract to perform the services required. **The responsiveness of the Bid and if the Bid is responsible, may be determined by the Owner on the basis of the Unit Prices proposed by the Bidder. Unit prices shall be consistent with verifiable average costs for the work to be performed. Bidders agree that a proposal may be rejected if the Unit Prices submitted are inconsistent with the average cost.** Under NO circumstances will BIDDER perform Unit Price Work without prior written authorization from OWNER. Unit Prices shall include costs for furnishing and installing all materials, labor, tools, equipment, and other incidental necessary to complete the specified operation.

UNIT PRICE 1: BIDDER agrees to furnish and install in 50-ft. increments CAT6A plenum rated cable above existing acoustical tile ceiling secured to structure including removal and re-installation of existing ceiling at the following unit price:

Unit Price 1: \$ 114.00 per 50-ft. increment

EAST STROUDSBURG AREA SCHOOL DISTRICT
NORTH CAMPUS
SURVEILLANCE CAMERA INSTALLATION

UNIT PRICE 2: BIDDER agrees to provide 250 ft. of CAT6A plenum rated cable above existing acoustical tile ceiling secured to structure, including removal and re-installation of existing ceiling tile, cable testing, RJ45 terminations, and installation of Owner-furnished security camera at the following unit price:

Unit Price 2: \$ 533.00 per unit

UNIT PRICE 3: BIDDER agrees to provide a journeyman electrician at the following unit price:

Unit Price 3: \$ 118.00 per hour

7. **PROJECT QUANTITY ALLOWANCE:** The Engineer must field measure and approve all allowance work prior to the Contractor performing the Work. Should the allowance amount be exceeded, the Contractor will be paid by Change Order addition at the Unit Price established for the related Work. Similarly, should the allowance amount be less than the allowed amount, the Contractor will credit the Owner for the unused quantity in accordance with the related Unit Price by a Change Order credit.

BIDDER agrees to include in the Base Bid Price, in addition to the Work shown on the Drawings and Specifications the following:

Quantity Allowance 1: (100) 50-ft. increments at Unit Price 1:	\$ 11,400.00
Quantity Allowance 2: (25) units at Unit Price 2:	\$ 13,325.00
Quantity Allowance 3: (240) hours at Unit Price 3:	\$ 28,320.00
Total Project Allowance (INCLUDE in Base Bid):	\$ 53,045.00

8. Bidder accepts the provisions of the Agreement as to the liquidated damages in the event of failure to complete the Work by the date defined in Section 011000 – SUMMARY.
9. In submitting this Bid, it is understood that the OWNER reserves the unrestricted right to reject any and all bids, or to waive any informalities or technicalities in said Bids.
10. Bidder understands that Owner reserves the right to consider Alternates Prices in determining the low bidder. All Alternate Prices shall include costs for furnishing and installing all materials, labor, tools equipment, and other incidentals necessary to complete the specified operation in accordance with the Project Specifications and the manufacturer's recommendations.
11. Accompanying this Bid is Security in the form of Bid Bond in the amount of ten percent (10%) of the total of the Base Bid and all possible add alternates.

EAST STROUDSBURG AREA SCHOOL DISTRICT
NORTH CAMPUS
SURVEILLANCE CAMERA INSTALLATION

In witness whereof, the undersigned has caused this Proposal to be executed this 1st day of March,
20 19.

INDIVIDUAL

By _____
(Name)

(Print or Type Name)

Doing business as _____

Business Address _____

Telephone Number (____) _____ Email Address _____

PARTNERSHIP

By _____
(Firm Name)

General Partner _____
(Signature)

(Print or Type Name and Title)

Business Address _____

Telephone Number (____) _____

Email Address _____

EAST STROUDSBURG AREA SCHOOL DISTRICT
NORTH CAMPUS
SURVEILLANCE CAMERA INSTALLATION

CORPORATION

Guyette Communication Industries Corp.

(Firm Name)

By

Mary Beth Guyette

(Signature)

Mary Beth Guyette, President

(Title)

Print or Type Name of Person Authorized to Sign

State of Incorporation Pennsylvania

Business Address

90 Narrows Road

Plymouth, PA 18651

Telephone Number

(570) 779-5355

Email Address

marybeth@guyettec.com

Yvonne Buro

Print or Type Name of Person

Attest by

Yvonne Buro

Corporate Seal

Selective Insurance Company of America
40 Wantage Avenue
Branchville, New Jersey 07890
973-948-3000

B 1212717

BID BOND

KNOW ALL MEN BY THESE PRESENTS:

That Guyette Communication Industries Corp.

90 Narrows Rd Plymouth, PA 18651 (hereinafter called the Principal)
as Principal, and the SELECTIVE INSURANCE COMPANY OF AMERICA, a corporation created and
existing under the laws of the State of New Jersey, with its principal office in Branchville, New Jersey
(hereinafter called the Surety), as Surety,

are held and firmly bound unto East Stroudsburg Area School District
279 Timberwolf Dr Dingmans Ferry, PA 18328

(hereinafter called the Oblige)

in the full and just sum of 10 % Percent of the Total Bid Amount
(10 %), good and lawful money of the United States of America, to the payments of which sum of
money well and truly to be made, the said Principal and Surety bind themselves, their and each of their heirs,
executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Signed, sealed and dated this 1st day of March A.D. 2019 .

THE CONDITION OF THIS OBLIGATION IS SUCH, That, if the Oblige shall make any award within 60
days to the Principal for

Provide & Install Cat6A cable, etc

according to the terms of the proposal or bid made by the Principal therefor, and the Principal shall duly make
and enter into a contract with the Oblige in accordance with the terms of said proposal or bid and award and
shall give bond for the faithful performance thereof with Surety or Sureties approved by the Oblige; or if the
Principal shall, in case of failure so to do, pay to the Oblige the damages which the Oblige may suffer by
reason of such failure, not exceeding the penalty of this bond, then this obligation shall be null and void;
otherwise it shall be and remain in full force and effect.

In Testimony Whereof, the Principal and Surety have caused these presents to be duly signed and sealed.

WITNESS:

(If individual or Firm)

Guyette Communication Industries Corp.
Mary Beth Guyette, Pres. (SEAL)

(SEAL)

Principal

ATTEST: *Marlene Wright*

(If Corporation)

SELECTIVE INSURANCE COMPANY OF AMERICA

By: *Marie Stahlman*

Attorney-in-Fact
Marie Stahlman



SELECTIVE®

Selective Insurance Company of America
40 Wantage Avenue
Branchville, New Jersey 07890
973-948-3000

Bond No. B 1212717

POWER OF ATTORNEY

Public Bid

SELECTIVE INSURANCE COMPANY OF AMERICA, a New Jersey corporation having its principal office at 40 Wantage Avenue, in Branchville, State of New Jersey ("SICA"), pursuant to Article VII, Section 1 of its By-Laws, which state in pertinent part:

The Chairman of the Board, President, Chief Executive Officer, any Executive Vice President, any Senior Vice President or any Corporate Secretary may, from time to time, appoint attorneys in fact, and agents to act for and on behalf of the Corporation and they may give such appointee such authority, as his/her certificate of authority may prescribe, to sign with the Corporation's name and seal with the Corporation's seal, bonds, recognizances, contracts of indemnity and other writings obligatory in the nature of a bond, recognizance or conditional undertaking, and any of said Officers may, at any time, remove any such appointee and revoke the power and authority given him/her.

does hereby appoint **Marie Stahlman**

, its true and lawful attorney(s)-in-fact, full authority to execute on SICA's behalf fidelity and surety bonds or undertakings and other documents of a similar character issued by SICA in the course of its business, and to bind SICA thereby as fully as if such instruments had been duly executed by SICA's regularly elected officers at its principal office, in amounts or penalties not exceeding the sum of: **Three Hundred Sixty Thousand Dollars (\$360,000.00)**

Signed this 1st day of March, 2019

SELECTIVE INSURANCE COMPANY OF AMERICA

By:

[Signature]
Brian C. Sarisky

Its SVP, Strategic Business Units, Commercial Lines



STATE OF NEW JERSEY :

:ss. Branchville

COUNTY OF SUSSEX :

On this 1st day of March, 2019 before me, the undersigned officer, personally appeared Brian C. Sarisky, who acknowledged himself to be the Sr. Vice President of SICA, and that he, as such Sr. Vice President, being duly sworn, do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation as Sr. Vice President and that the same was his free act and deed and the free act and deed of SICA.

[Signature]
Charlene Kimble
Notary Public of New Jersey
My Commission Expires 6/2/2021

[Signature]
Notary Public



The power of attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of SICA at a meeting duly called and held on the 6th of February 1987, to wit:

"RESOLVED, the Board of Directors of Selective Insurance Company of America authorizes and approves the use of a facsimile corporate seal, facsimile signatures of corporate officers and notarial acknowledgements thereof on powers of attorney for the execution of bonds, recognizances, contracts of indemnity and other writing obligatory in the nature of a bond, recognizance or conditional undertaking."

CERTIFICATION

I do hereby certify as SICA's Corporate Secretary that the foregoing extract of SICA's By-Laws and Resolution in full force and effect and this Power of Attorney issued pursuant to and in accordance with the By-Laws is valid.

Signed this 1st day of March, 2019

[Signature]
Michael H. Lanza, SICA Corporate Secretary



Important Notice: If the bond number embedded within the Notary Seal does not match the number in the upper right-hand corner of this Power of Attorney, contact us at 973-948-3000.

B91 (4-14)

CERTIFIED COPY

255

EAST STROUDSBURG AREA SCHOOL DISTRICT
NORTH CAMPUS
SURVEILLANCE CAMERA INSTALLATION

NON-COLLUSION AFFIDAVIT

State of Pennsylvania _____:

SS

County of Luzerne _____:

I state that I am President _____ of Guyette Communication Industries Corp.
(Title) (Name of Firm)

And that I am authorized to make this Affidavit on behalf of my firm, and its Owners, Directors and Officers. I am the person responsible in my firm for the price(s) and the amount of this Bid.

I state that:

1. The price(s) and amount of this Bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this Bid, and neither the approximate price(s) nor approximate amount of this Bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before Bid opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this Bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.
4. The Bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
5. Guyette Communication Industries Corp. _____, its affiliates,
(Name of My Firm)
subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal Law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract except as follows:

N/A

EAST STROUDSBURG AREA SCHOOL DISTRICT
NORTH CAMPUS
SURVEILLANCE CAMERA INSTALLATION

I state that Guyette Communication Industries Corp.

(Name of My Firm)

Understands and acknowledges that the above representations are material and important, and will be relied on by the East Stroudsburg Area School District in awarding the contract(s) for which this Bid is submitted. I understand and my firm understands that any misstatement in this Affidavit is and shall be treated as fraudulent concealment from East Stroudsburg Area School District of the true facts relating to the submission of bids for this contract.

Mary Beth Guyette
(Name) Mary Beth Guyette
Guyette Communications, President
(Company, Position)

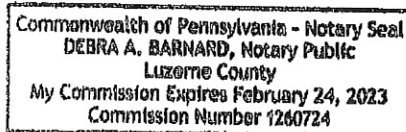
SWORN TO AND SUBSCRIBED

BEFORE ME THIS 28 DAY

of February, 20 19.

Debra A. Barnard
Notary Public

2/24/2023
My Commission Expires



3.1.2 Agreement of Surety

Yvonne Buro

From: Ronda Macedonio <RondaM@dgkinsurance.com>
Sent: Monday, March 04, 2019 10:06 AM
To: Yvonne Buro
Subject: FW: bid bond request for Guyette

Please see response below.

Ronda

From: Ronda Macedonio
Sent: Friday, March 01, 2019 3:57 PM
To: 'Jeff McCoy' <Jeff.McCoy@selective.com>
Subject: RE: bid bond request for Guyette

Thanks Jeff!

From: Jeff McCoy <Jeff.McCoy@selective.com>
Sent: Friday, March 01, 2019 3:38 PM
To: Ronda Macedonio <RondaM@dgkinsurance.com>
Subject: RE: bid bond request for Guyette

Ronda: this bond has been approved. The agreement of surety does regard the bid bond and often is used in place of a bid bond. The Letter of Insurer does not apply to the bond but is for the insurance carrier.

R. Jeffrey McCoy, AFSB
Mid Atlantic Region
Senior Territory Bond Manager
1440 Valley Rd., Glen Rock, PA 17327
717-227-0799 717-227-8124(fax)
717-250-6001(cell)

EAST STROUDSBURG AREA SCHOOL DISTRICT
NORTH CAMPUS
SURVEILLANCE CAMERA INSTALLATION

LETTER OF INSURER

DATE: March 1, 2019

TO: Thomas McIntyre
East Stroudsburg Area School District
50 Vine Street
East Stroudsburg, PA 18301

Dear Mr. McIntyre:

The undersigned insurance agent, licensed to do business in the Commonwealth of Pennsylvania and authorized to issue this letter on behalf of the following insurance company or companies:

Selective Insurance Company

hereby represents that if

Guyette Communication Industries Corp.

(Insert name of Bidder)

is awarded the contract for the construction of the project, as is described in the Contract for Construction, then the above-named insurance company or companies will issue insurance, naming East Stroudsburg Area School District and its Engineer/Construction Manager as additional insured, for the coverages and in the amounts required by the Contract Documents, as set forth in Article 5 of the General Conditions.

Katherine R DeMark

(Name of Agent)

By:

Katherine R DeMark

(Authorized Representative)

EAST STROUDSBURG AREA SCHOOL DISTRICT
NORTH CAMPUS
SURVEILLANCE CAMERA INSTALLATION

QUALIFICATIONS QUESTIONNAIRE

Date: March 5, 2019

1. Companies that wish to bid on this Project must submit this Qualification Statement with their bids.
2. Only Companies which are determined to be responsible contractors under applicable law will be designated as qualified bidders.
3. The Instructions to Bidders and Supplementary Instructions to Bidders govern the Owner's consideration of this completed Qualification Statement and any other requirements that will be considered in making an award.
4. All prospective bidders must complete this form by answering all questions, and supplying all requested documents, using the spaces indicated (with additional pages if necessary) and attaching documents as required and submit the completed form with their bid by the deadline established in the Invitation to Bid.

I. Capability

1. Form of organization (sole proprietorship, partnership, corporation, etc.)
Corporation

2. Years the organization has been in business as a contractor under its present name.
Seventy-one (71)

3. List of all affiliated or subsidiary organizations and companies.
None

4. List of all organizations and individuals who have a financial interest of or a specified percentage in the company.
Mary Beth Guyette 51%
James L. Guyette 49%
5. Any other organization or individual who controls bidding or operation of the organization.
None
6. Identification of all offices.
90 Narrows Road, Plymouth, PA 18651
7. The numbers, categories and locations of all employees and officers.
We have one location
30 employees total
13 Technicians
3 Engineering
3 Estimating
2 Managers
6 Office Staff
3 Officers
8. The officers, administrators, managers and superintendents who will be assigned to the project - identification of qualifications, with specific attention to years in present position, years of construction experience, and magnitude and type of work.
George Monaghan, RCDD. Primary Contact, estimator/technical engineer.
38 years of experience.
Tom Hulslander, project manager, 20 years of experience.

9. Any work the organization has performed for the East Stroudsburg Area School District.
- | |
|---|
| East Stroudsburg Elementary: Main Telephone/Clock/Sound System |
| Multi-Purpose Rm/Cafe System |
| Video Intercom System/TV Distr System |
| Resica Elementary: Intercom System/Telephone System/TV Distr System |
10. Other public work that the organization has performed in Pennsylvania (up to ten most recent projects). For each, identify the name and address of owner, location of project, nature of contract (prime, sub, etc.), contract amount, change orders, final contract amount, if completed on time, kind of work, and nature of project.
- PSU East Halls - Phase 1B; Curtin Rd., University Park, PA 16802, Sub Contractor
- | |
|--|
| Contact: Joe Graham, Howard Co., 570-616-4896 Contract Amt: \$610,000.00, Completed on time. |
| Voice/Data/Fiber Cabling Project |
- Penns Valley HS; 4545 Penns Valley Rd, Spring Mills, PA 16875, Sub Contractor
- | |
|--|
| Contact: Rich Zerby, Turnkey Electric; 570-494-3000, Contract Amt: \$33,000.00, Completed on time. |
| Telecom cabling project. |
- Lock Haven University; 401 North Flarview Street, Lock Havne, PA 17745, Subcontractor
- | |
|---|
| Contact: Rich Zerby, Turnkey Electric, 570-4994-3000 Contract Amt: \$464,000.00, Completed on time. |
| Voice/Data Cabling |
11. Other projects involving multi-prime contracts on which the organization has served as a prime contractor (up to ten most recent projects). For each, identify the name and address of owner, location of project, nature of contract (prime, sub, etc.), contract amount, change orders, final contract amount, if completed on time, kind of work, and nature of project.
- WB General Hospital - Tower Project, 545 N River St. Wilkes-Barre, PA 18706, Prime Contr.
- | |
|--|
| Contact: Mike Peck, 570-552-1350, Contract Amt: \$110,463.64, Completed on time. |
| Voice/Data Cabling Project |
- Gracedale Nursing Home, 2 Gracedale Ave, Nazareth, PA 18064, Prime Contr.
- | |
|--|
| Contact: Dave Kaesler, 610-746-1900, Contract Amt: \$300,000.00, Completed on time |
| Cabling/CCTV/Nurse Call Project |
- PSU Wilkes-Barre, Old Route 115, Lehman, PA 18627, Prime Contr.
- | |
|--|
| Contact: Tom MacDougall, 814-867-5506, Contract Amt: \$29,768.00, Completed on time. |
| Wireless Access Points Project |
12. Other projects for the type of construction that is to be undertaken, performed by the organization at any time. For each, identify the name and address of owner, location of project, nature of contract (prime, sub, etc.), contract amount, kind of work, and nature of project.
- East Penn SD, 800 Pine Street, Emmaus PA 18049, Prime
- | |
|---|
| Contact: Steve Onuscho, 610-966-8300, Contract Amt: \$80,000.00 +, Completed on time. |
| CCTV Projects |
- Pen Argyl SD, 1620 Teels Rd., Pen Argyl, PA 18072, Prime Contr.
- | |
|--|
| Contact: Michael Farace, 610-863-3191, Contract Amt: \$45,500.00 +, Completed on time. |
| CCTV Projects |
- Delaware Valley SD, 236 Route 6/209, Milford, PA 18337, Prime Contr.
- | |
|--|
| Contact: Donna McCooey, 570-286-1800, Contract Amt: \$200,000.00 +, Completed on time. |
| CCTV Projects |

13. Projects constructed with Critical Path Method (CPM) or some other form of computerized project scheduling and capabilities that otherwise can be provided. For each, identify the name and address of owner, location of project, nature of contract (prime, sub, etc.), contract amount, kind of work, and nature of project.
- PSU East Halls - Phase 1B, Curtin Rd. , University Park, PA 16802, Sub Contractor
Contact: Joe Graham, Howard Co., 570-616-4896 Contract Amt: \$610,000.00, Completed on time.
Voice/Data/Fiber Cabling Project
- PSU East Halls - Phase 1C, Curtin Rd. , University Park, PA 16802, Sub Contractor
Contact: Joe Graham, Howard Co., 570-616-4896 Contract Amt: \$480,500.00, In progress
Voice/Data/Fiber Cabling Project
14. Projects awarded but which the organization failed to complete. Identify dates, name and address of owner, name and location of project and kind of work, and the reasons the project was not completed.
- None
15. Equipment owned that will be utilized on the project by type, size or capacity, years of service, and condition.
- Fluke DSX-8000 Varsiv Cable Analyzer, 2018, Excellent Condition, Calibrated
EXFO MAX 720C OTDR/IOLM Fiber Analyzer, 2017, Excellent Condition, Calibrated
AFL Fujikura 60S Fusion Splicer, 2015, Excellent Condition, Calibrated
16. Leased equipment that will be utilized on the project by type, size or capacity, years of service, and condition.
- None

17. Portion of the contract to the nearest ten percent (10%) that the bidder expects to perform using its own labor and equipment.

90% using our labor and equipment.

10% sub-contract to excavator.

II. Financial Integrity

1. Attach the most recent audited and CPA certified financial statement, with certification, date of preparation, name and address of preparer (financial information can be treated as confidential if placed in a sealed envelope and marked as such).

2. Net working capital (current assets over current liabilities) and date of determination.
Not required per pre-bid.

3. Identification of credit lines, with information on the total lines, amounts drawn down and amounts remaining.
Not required per pre-bid.

4. Identification of the contractor's surety for the required performance bond, total bonding capacity and available bonding capacity. Also list bonding company A.M. Best Rating and Financial Rating.
Not required per pre-bid.

III. Conduct

1. All felony convictions, all bidding related offenses, and all misdemeanor convictions involving moral turpitude of the organization, its affiliates, its owners holding more than a specified percentage interest, its officers, and its administrators, managers, and superintendents that will be assigned to the project.
None

2. Debarments, suspensions, and denials of pre-qualification of the organization for any federal, state, local or governmental contracting.
None

3. Construction-related disputes of any kind including lawsuits, arbitrations, mechanics liens, and other claims that the organization has been involved in. Provide a summary of each item.
None

4. Proceedings of an administrative enforcement nature of whatever kind, including environmental, wage and hour, prevailing wage, employment discrimination, or other kind of proceeding. Provide a summary of each item.
None

5. List any prevailing wage disputes, investigations or complaints filed against the firm or any officers.
None

6. Unpaid obligations to local, state, or federal taxing authorities, including but not limited to income, withholding and unemployment taxes.
None
7. Cancellation, termination or rescission of contracts of insurance or suretyship.
None
8. Provide all other information requested in accordance with Instructions to Bidders or any other information requested by Owner as part of its investigation.

IV. Safety and Training

1. Provide a copy of your Workmen's Compensation Experience Modification Factor for the past three (3) years. See Attached.
2. Identify any safety violations, accidents or injuries on any projects over the last five (5) years.
No violations, accidents, or injuries on any projects in the last (5) years.
3. Provide a summary and proof of any training or other programs that are available, endorsed or paid by your company and made available to employees.
All (14) technicians are OSHA 10 certified. All project managers are OSHA 30 certified.
Attached are a few certifications.
4. Provide a summary of your safety training and compliance programs.
The company's safety committee has been certified through the Dept. of Labor and Industry.
See attached letter. Monthly meetings held to discuss "tech topics" such as ladder safety,
and all general work area safety conditions. A substance abuse policy is enforced company
wide.

When the Bidder is an individual proprietor:

WITNESS:

Signature of Witness

Signature of Proprietor (SEAL)

Print Name of Proprietor

When the Bidder is a partnership:

Print Name of Partnership

Address

City, State, Zip Code

Phone number with Area Code

WITNESS:

Signature of Witness

General Partner (SEAL)

When the Bidder is a corporation:

Guyette Communication Industries Corp.

Print Name of Corporation

90 Narrows Road

Address

Plymouth, PA 18651

City, State, Zip Code

570-779-5355

Phone number with Area Code

ATTEST:

Yvonne B. ...

Secretary/Assistant Secretary/
Treasurer/Assistant Treasurer
or other authorized representative

BY:

Mary Beth Guyette (SEAL)
President/Vice President or
other authorized representative

Mary Beth Guyette

Print name of corporate representative

(CORPORATE SEAL)



Pennsylvania Compensation Rating Bureau

United Plaza Building • Suite 1500
30 South 17th Street • Philadelphia, PA 19103-4007
(215)568-2371 • FAX (215)564-4328 • www.pcrb.com

PA EXPERIENCE RATING MODIFICATION

File Number: 2225008 County: MONTGOMERY
Experience Mod: 0.869 Address: 90 NARROWS RD
XREF: PLYMOUTH PA 18651
Issue Date: 05/08/2018 Effective Term: 08/01/2018 - 08/01/2019
Card Number: 1
Governing Class Code: 0660
Employer Name: GUYETTE COMMUNICATIONS INDUSTRIES CORP

Modification History

0.873
1.000

Effective Date

08/01/2017
08/01/2016

Governing Class Code	Rating Value	Description
660	2.35	ALARM OR SOUND SYSTEM
951	.28	SALESPERSON - OUTSIDE
953	.12	OFFICE
9890	.05	SAFETY COMMITTEE CREDIT (5%)



JULY 19, 2018

ATTN: MS. MARY BETH GUYETTE
GUYETTE COMMUNICATION INDUSTRIES CORP.
90 NARROWS RD
PLYMOUTH, PA 18651

RE: Certification Renewal of Workplace Safety Committee
FEIN: 24-0860786

Certified Employer FEIN(s): 24-0860786

DEAR MS. MARY BETH GUYETTE:

Congratulations! The Department of Labor and Industry has approved your Application for Certification Renewal of your Workplace Safety Committee effective July 31, 2018. The renewal of your safety committee certification has been granted under Section 1002(b) of the Workers' Compensation Act.

If you are an insured employer, the renewal of your safety committee certification entitles you to receive a 5% discount in your workers' compensation rate(s) effective upon the next policy renewal period following the date of Bureau certification renewal. A copy of this letter must be sent to your insurance carrier as notification of your Workplace Safety Committee certification renewal in order to receive your 5% workers' compensation premium discount. If you have any questions regarding application of this discount, please contact your insurance carrier.

If you are a self-insured employer, the renewal of your safety committee certification takes effect at the next annual fiscal year following certification approval. If you are a member of a Group Self-Insurance Fund that permits a 5% reduction in annual member fund contributions for members that maintain a certified workplace safety committee, you must provide a copy of this letter to your fund administrator to receive a reduction. The reduction will be effective at the commencement of the next group self-insurance fund year following certification. If you have any questions regarding the implementation of the 5% discount, please contact your fund administrator.

Department of Labor and Industry | Bureau of Workers' Compensation | Health and Safety Division
1171 South Cameron Street, Room 324 Harrisburg, PA 17104-2501 | www.dli.pa.gov
Phone: (717) 772-1635 | Fax: (717) 783-6365 | Email: ra-li-bwc-safety@pa.gov

"An Equal Opportunity Employer"

"Auxiliary aids and services are available upon request to individuals with disabilities"

270

GUYETTE COMMUNICATION INDUSTRIES CORP.

JULY 19, 2018

Page 2

Your initiative in establishing and maintaining this certified committee demonstrates your strong commitment to workplace safety. Thank you for making Pennsylvania a safer place in which to work.

Should you have any questions or comments, please contact the Certification and Education Section at (717) 772-1635 or by email to RA-LI-BWC-Safety@pa.gov.

Sincerely,

Eric K. Hoffman, Manager
Certification and Education Section

Certificate of Completion

Robert Farrell

has successfully completed the following course

OSHA 10 Hour Construction Program [V15.1]

This course is approved for 10 continuing education credit hours.

Course Approval

February 9 2018

Course Completion Date



Victoria Zambito, VP of Product Management

RedVector.com

AIA Registered Provider #1315

FL DBPR Approved Provider #0001771

FBPE Approved Provider #33

RedVector®
Leaders in Online Education & Training

Two Urban Centre • 4890 West Kennedy Boulevard Suite 300 • Tampa, FL 33609

Certificate of Completion

Michael Levi

has successfully completed the following course
OSHA 10 Hour Construction Program [V15.1]

This course is approved for 10 continuing education credit hours.

This RedVector certificate is not your official OSHA 10 Hour Construction student completion card; it is provided only as proof that you took the course until you get your official completion card in the mail from the Department of Labor.

Course Approval

Victoria Zambito
Victoria Zambito, VP of Product Management

RedVector.com
AIA Registered Provider #1315
FL DBPR Approved Provider #0001771
FBPE Approved Provider #33

November 1 2017

Course Completion Date

RedVector®
Leaders in Online Education & Training

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certifies that

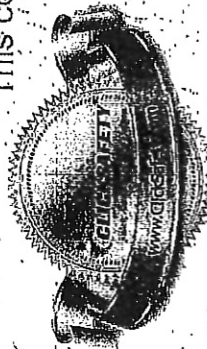
TOM HULSLANDER

has successfully completed

OSHA 30 Hour Construction

and has earned 3 IACET CEUs and 30.3 Contact Hours

This course was developed and presented by ClickSafety.com, Inc.



23326034

SERIAL NUMBER

2/20/2018

COMPLETION DATE

30.25 HOURS

COURSE DURATION

Paul Colangelo

TRAINER

As an OSHA Authorized Online Outreach Training Provider, ClickSafety certifies that this Outreach Training Program course was conducted in accordance with the OSHA Outreach Training Program Requirements and Procedures. ClickSafety will document this class to the OSHA Directorate of Training and Education. Upon successful review of the documentation, ClickSafety will provide each student their DOL OSHA card within 90 days of the completion date of the OSHA course. support@clicksafety.com

Building Industry Consulting Service International

THE PROFESSIONAL DESIGNATION OF

**REGISTERED COMMUNICATIONS
DISTRIBUTION DESIGNER®**

IS AWARDED TO

George Monaghan

by BICSI in recognition of having successfully completed BICSI's registration and examination requirements.

Designation Number: 119596

Registration Start Date: 1/1/2019

Registration End Date: 12/31/2021

George E. Thompson

Chair, Registrations & Credentials Supervision Committee



Bicsi
RCDD
Since

3/18/2000

R. L. Thomas

Director of Credentialing

Participation Agreement for Enrollment for Education Solutions

Participation Agreement for EES

Undersigned Participant acknowledges that Microsoft Licensing, Microsoft Corporation, Microsoft Ireland Operations Limited or Microsoft Operations Pte Ltd (each, "Microsoft") and Lancaster Lebanon Intermediate Unit 13 ("Organization") have entered into the Microsoft Campus and School Agreement identified above and the Enrollment for Education Solutions (as amended, modified and supplemented to the date hereof, collectively, the "Agreement") under which Participant desires to sublicense Licenses to Products from and through Organization. All capitalized terms used but not defined herein will have the meanings assigned in the Agreement.

Name of Participant : (please print)	East Stroudsburg Area School District
Street Address	50 Vine Street
City, State/Province, Zip	East Stroudsburg, PA 18301
Contact Name	Brian J. Borosh
Contact e-mail	brian-borosh@esasd.net
Telephone	570-424-8060
Contact Fax	570-424-7824
Microsoft EES Agreement Number (Organization to complete)	
EES Agreement School District Name	East Stroudsburg Area School District

FTE and User Organization-wide Count for Participant identified above	907
Student Count based on State Year of Enrollment enrollment for Participant identified above)	6673

- Acknowledgment.** Participant hereby acknowledges that it may request and review a copy of the Agreement, which incorporates the Product Terms applicable to the Products acquired under the Agreement, which are located at <http://www.microsoft.com/licensing/default.mspx> and that it has read and understood the terms and conditions of the foregoing documents.
- Agreement.** Participant agrees to be bound by all Agreement terms and conditions (including without limitation terms relating to Product use, compliance verification, notifications to users, LIMITED Warranty and DISCLAIMERS, limitation of liability, no liability for certain damages) just as if it had executed the Agreement itself as a sole, original licensee of the Products; EXCEPT, however, Participant --
 - will submit orders using the enrollment number assigned for such purpose;

274

- b. will not have the right to submit enrollments under Organization's Campus and School Agreement;
- c. will be subject to a minimum order requirement of one Education Platform Product for an Organization-Wide Count of 10 and/or Student Count of 10. A student count of 500 is required for schools choosing Package B or C.
- d. will be subject to the chosen Enrollment Licensed Period, July 1, 2019 through June 30, 2024
- e. will have its Product use based on the Agreement and this Participation Agreement and any expiration or termination thereof;
- f. will notify its Users of the terms of the Agreement and this Participation Agreement;
- g. will not have its own "Participants" as defined in the Agreement nor in any other way act as a sub-licensor under the Agreement;
- h. will not have the right to amend, renew, extend, or terminate the Agreement ; and
- i. will not be liable to Microsoft based solely on the acts or omissions of any other Participants or of the Organization under the Agreement.

3. Additional Notification. Participant will notify Microsoft immediately if and when it becomes aware of any actual or potential violation of the Agreement or this Participation Agreement.

4. Survival. All sections above except for those providing for use rights shall survive termination or expiration of the Agreement and/or this Participation Agreement. This Participation Agreement shall not survive any termination or expiration of the Agreement.

Participant's violation of the above-referenced terms and conditions shall be deemed to be a breach of this Participation Agreement and shall be grounds for immediate termination of all rights granted hereunder.

<i>Participant</i>
Name of Entity East Stroudsburg Area School District
Signature
Printed name Lisa VanWhy
Printed title Board President
Signature date

FTE/User Counter									
# of Full time teachers		# of Part time teachers		# full time Admin & support staff		# part time Admin & support staff		Total User	
593	1	313	0	907	907	907	907	907	907

Package Options 2019-2024

Package A 2019-2024

M365 A3 (FTE)	907	\$	56.30	\$	51,064.10	
Enterprise Mobility Suite (User minus FTE)	-	\$	12.80	\$	-	
Add On Licenses						
Annual Fee		\$			51,064.10	

Package B 2019-2024

M365 A3 (FTE)	907	\$	56.30	\$	51,064.10	
Enterprise Mobility Suite (User minus FTE)	-	\$	12.80	\$	-	
Core Server Platform LicSA Pk MVL (FTE)	907	\$	2.35	\$	2,131.45	
Core Server Platform LicSA Pk MVL (student)	6673	\$	2.30	\$	15,347.90	Minimum of 500 Students Required
Add On Licenses						
Annual Fee		\$			68,543.45	

Package C 2019-2024 (variable cost)

Year	Year 1 Cost	Year 1 Total	Year 2 Cost	Year 2 Total	Year 3 Cost	Year 3 Total	Year 4 Cost	Year 4 Total	Year 5 Cost	Year 5 Total
M365 A5 (FTE)	907 \$ 81.25	\$ 73,693.75	\$ 87.10	\$78,999.70	\$ 92.80	\$ 84,169.60	\$ 98.65	\$ 89,475.55	\$ 104.50	\$ 94,781.50
Enterprise Mobility Suite (User minus FTE)	- \$ 12.80	-	\$ 12.80	-	\$ 12.80	-	\$ 12.80	-	\$ 12.80	-
Advanced Threat Protection (User minus FTE)	- \$ 13.70	-	\$ 13.70	-	\$ 13.70	-	\$ 13.70	-	\$ 13.20	-
Core Server Platform LicSA Pk MVL (FTE)	907 \$ 2.35	\$ 2,131.45	\$ 2.35	\$ 2,131.45	\$ 2.35	\$ 2,131.45	\$ 2.35	\$ 2,131.45	\$ 2.35	\$ 2,131.45
Core Server Platform LicSA Pk MVL (Student)	6673 \$ 2.30	\$ 15,347.90	\$ 2.30	\$15,347.90	\$ 2.30	\$ 15,347.90	\$ 2.30	\$ 15,347.90	\$ 2.30	\$ 15,347.90
Add On Licenses										
		\$ -								
		\$ -								
		\$ -								
Annual Fee	\$ 91,173.10			\$96,479.05		\$ 101,648.95		\$106,954.90		\$112,260.85

Allentown

7248 Tilghman Street
Suite 120
Allentown, PA 18106
1-800-582-6399
www.integra1.net



Resica Elementary School Cameras

Quote # 018123 Version 2

February 20, 2019

Prepared for:

East Stroudsburg Area School District

Prepared by:

Ashley Miller

Meraki

Description		Price	Qty	Ext. Price
MV72-HW	Cisco Meraki Varifocal MV72 Outdoor HD Dome Camera With 256GB Storage - Network surveillance camera - dome - outdoor - vandal / weatherproof - color (Day&Night) - 4 MP - 1920 x 1080 - 1080p - vari-focal - wireless - Wi-Fi - GbE - H.264 - PoE	\$646.00	24	\$15,504.00
MA-MNT-MV-10	Cisco Meraki - Camera dome mounting arm - wall mountable	\$95.00	24	\$2,280.00
MV12W-HW	Cisco Meraki Wide Angle MV12 Mini Dome HD Camera - Network surveillance camera - dome - color (Day&Night) - 4 MP - 2688 x 1520 - 1080p - fixed focal - audio - Wi-Fi - GbE - H.264 - PoE	\$455.00	27	\$12,285.00
LIC-MV-10YR	Cisco Meraki Enterprise - Subscription license (10 years) + 10 Years Enterprise Support - 1 camera	\$684.00	51	\$34,884.00
Subtotal:				\$64,953.00

per COSTARS contract # HW 003-085

Resica Elementary School Cameras

Prepared by:

Allentown
Ashley Miller
484-223-3480 ext. 1115
Fax 484-223-3427
amiller@integra1.net

Prepared for:

East Stroudsburg Area School District
Accounts Payable
East Stroudsburg, PA 18301
Brian Borosh
(570) 424-8060
brian-borosh@esasd.net

Quote Information:

Quote #: 018123
Version: 2
Delivery Date: 02/20/2019
Expiration Date: 03/21/2019

Quote Summary

Description	Amount
Meraki	\$64,953.00
Total:	\$64,953.00

Payment Options

Description	Payments	Interval	Amount
Lease Options			
3 Year Estimate	36	Monthly	\$1,805.02
4 Year Estimate	48	Monthly	\$1,353.80

Summary of Selected Payment Options

Description	Amount
Lease Options: 3 Year Estimate	
Selected Payment	\$1,805.02
Total of Payments	\$64,980.72

Pricing subject to change without advanced notice from the manufacturer. Leasing rates are subject to final configuration, pricing, and credit approval.

Restock fees will apply for any items returned. Returns must be made within 21 days of receipt of items unopened. Shipping fees not included. The information provided to you in this communication is regarded by integraONE to be Confidential and Proprietary Information. This includes the description of the materials/products for sale, the prices quoted, and any description of consulting services to be performed by integraONE. This information shall not be disclosed or made available to any party unrelated to this agreement without our express written consent. You must also exercise reasonable care to protect this information from the unauthorized disclosure by others.

Ship to Address:

Additional Information:

Allentown

East Stroudsburg Area School District

Signature: _____

Name: Ashley Miller

Title: Account Manager

Date: 02/20/2019

Signature: _____

Name: Brian Borosh

Date: _____

Cisco Meraki Cameras

A. Why are you requesting the service/needs?

Why: We are requesting FIFTY-ONE (51) Cisco Meraki cameras to replace 18 older Honeywell cameras and add 33 additional cameras for increased security at Resica Elementary School.

Need: To provide increased security and be able to monitor events at the school.

Suggested replacement: Cisco Meraki as indicated on the attached quote.

B. Cost Estimate: if over \$5,000, were 3 quotes obtained? If yes, please list the vendors and the amounts. No. One quote was obtained in this instance. We are piggybacking off of the pricing provided by the vendor in October 2018, IntegraOne, based upon the RFP that was issued for cameras on September 21st, 2018. Five (5) vendors submitted pricing for the North Camera project in October 2018. IntegraOne provided the lowest price.

- IntegraOne / Cisco Meraki - \$64,953.00

C. Procurement Method:

- RFP was issued on September 21st, 2019 for Cisco Meraki Cameras at the North Campus and sent to approximately twenty vendors, as well as advertised on the district website and PASchoolBids.com. We are piggybacking off the pricing we received from this RFP. IntegraOne was the lowest priced vendor from the RFP.

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

- Yes
- Fund 10
- Account #10-2844-650-000-00-000-006-000-0600
 - Technology Services Initiatives Account

E. Selection of winning proposal

- Yes

F. Other

N/A

Budget Transfers

2/2019



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East Stroudsburg Area SD, PA
JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	08	7	BUA	02/01/2019	02/01/2019	for conf.	susan-cole	1	N	Hist	2019						
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB			
1	10010070	810				SJC			no dues this year, just hi			130.00					
2	10-2420-810-000-20-517-602-000-0000-					SJC			JTLMedicalSvsDues&Fees			130.00					
	10012030	324							no dues this year, just hi								
	10-2834-324-000-20-517-602-000-0000-								JTLDevNonInstCertTrainRgst								
									** JOURNAL TOTAL			0.00		0.00			

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	08	9	BUA	02/01/2019	02/01/2019	headphoneskelli-oney	1	N	Hist	2019							
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB			
1	10110120	640			ko				headphones for elementary			26,250.00					
	10-1110-640-000-10-000-004-000-0600-								Curr.C&IBooks/Period								
2	10001130	610			ko				headphones for elementary			26,250.00					
	10-1110-610-000-10-000-004-000-0000-								CurrWriteGen Sup								
									** JOURNAL TOTAL			0.00		0.00			

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE	2019 08 10 BUA 02/01/2019 02/01/2019 vocal	diane-kelly	1	N	Hist	2019	
LN ORG ACCOUNT OBJECT PROJ REF1 REF2 REF3 ACCOUNT DESCRIPTION LINE DESCRIPTION DEBIT CREDIT OB	1 10012870 610 dk vocal						
10-3210-610-000-20-518-121-000-0000-							
2 10002700 610 dk vocal							
10-1110-610-000-20-518-121-000-0000-							

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2019	08	15	BUA	02/04/2019	02/04/2019	whiteboardloreana-rosado		1	N	Hist	2019	
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB

285

03/08/2019 14:43
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East Stroudsburg Area SD, PA
JOURNAL INQUIRY

P 2
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YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	08	15	BUA	02/04/2019	02/04/2019	whiteboardlorena-rosado	1	N	Hist	2019							

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10002330	438	10-1110-438-000-20-517-110-000-0000-					JTLRegularMnt/Rpr/Upgrade			1,500.00			
2	10009570	610	10-2380-610-000-20-517-000-000-0000-					JTLPrincipalGen Sup				1,500.00		
** JOURNAL TOTAL													0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	08	17	BUA	02/04/2019	02/04/2019	640 to 581patricia-romansky	1	N	Hist	2019							

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10001440	640	10-1110-640-000-10-212-110-000-0000-			pdr		ESERegularBooks/Period			50.00			
2	10009270	581	10-2380-581-000-10-212-000-000-0000-			pdr		ESEPrincipalInDistrictTrvl				50.00		
** JOURNAL TOTAL													0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	08	50	BUA	02/07/2019	02/07/2019	equipment rebecca-lopez	1	N	Hist	2019							

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10010660	610	10-2620-610-000-10-212-008-000-0000-					ESE OperBldg GenSup			3,500.00			
2	10010660	432	10-2620-432-000-10-212-008-000-0000-					ESEOperBldg Equip.Repr&Maint.				3,500.00		
3	10010740	431	10-2620-431-000-10-214-008-000-0000-					MSE OperBldg Repr&MaintBldg					3,000.00	
4	10010740	432	10-2620-432-000-10-214-008-000-0000-					MSEOperBldg EquipRepr&Maint						0.00
** JOURNAL TOTAL													0.00	0.00

East Stroudsburg Area SD, PA
JOURNAL INQUIRY

03/08/2019 14:43
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YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	08	51	BUA	02/07/2019	02/07/2019	supplies	rebecca-lopez	1			1	N	Hist	2019			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10011000	610							supplies				1,000.00	
2	10-2620-610-000-30-819-008-000-0000-								EHN OperBldg Gensup			500.00		
3	10-2620-610-000-10-215-008-000-0000-								RES OperBldg Gensup			500.00		
3	10010620	610							supplies					
10-2620-610-000-10-211-008-000-0000-									BES OperBldg Gensup					
** JOURNAL TOTAL													0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	08	57	BUA	02/11/2019	02/11/2019	music	proglynnette-grimaldi	1			1	N	Hist	2019			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10012970	513							lgrimaldi				200.00	
2	10-3210-513-000-30-819-125-000-0000-								EHNInstrMusicContracted			200.00		
2	10003140	650							EHNVocalSupplies Tech					
10-1110-650-000-30-819-121-000-0000-														
** JOURNAL TOTAL													0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	08	67	BUA	02/11/2019	02/11/2019	640-610	patricia-romansky	1			1	N	Hist	2019			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10001440	640							replacement of laminator				5,000.00	
2	10-1110-640-000-10-212-110-000-0000-								ESERegularBooks/Period			5,000.00		
2	10001440	610							replacement of laminator					
10-1110-610-000-10-212-110-000-0000-									ESERegularGen Sup					
** JOURNAL TOTAL													0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	08	70	BUA	02/13/2019	02/13/2019	Repairs	katye-clogg	1			1	N	Hist	2019			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10001440	640							replacement of laminator				5,000.00	
2	10-1110-640-000-10-212-110-000-0000-								ESERegularBooks/Period			5,000.00		
2	10001440	610							replacement of laminator					
10-1110-610-000-10-212-110-000-0000-									ESERegularGen Sup					
** JOURNAL TOTAL													0.00	0.00



YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	08	70	BUA	02/13/2019	02/13/2019	Repairs	katye-clogg	1	N	Hist	2019						
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB			
1	10003510	432										554.40					
	10-1110-432-000-30-820-125-000-0000-																
2	10003510	610							EHSInstrMusicRep&MaintEq				554.40				
	10-1110-610-000-30-820-125-000-0000-								EHSInstrMusicGen Sup								
														** JOURNAL TOTAL	0.00		0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	08	85	BUA	02/15/2019	02/15/2019	For Robertkira-holden	1	N	Hist	2019							
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB			
1	10002660	610			Robert				RD				300.00				
	10-1110-610-000-20-518-110-000-0000-								LISRegularGen Sup								
2	10002660	513			Robert				RD			300.00					
	10-1110-513-000-20-518-110-000-0000-								LIS Instr.Transp.Contractd								
** JOURNAL TOTAL														0.00			0.00

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE		
2019	08	179	BUA	02/19/2019	02/19/2019	S 762/610	elizabeth-kolcun	1	N	Hist	2019			
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10014250	762			LK	S 762/610					TO 610		6,000.00	
	10-3250-762-000-30-820-550-000-5000-				LK	S 762/610			EHS Athletic RepEq>\$2,500					
2	10014250	610			LK	S 762/610					TO 610	6,000.00		
	10-3250-610-000-30-820-550-000-5000-				LK	S 762/610			EHSathleticsGen Sup					
** JOURNAL TOTAL													0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE	
2019	08	180	BUA	02/19/2019	02/19/2019	S 415/432	elizabeth-kolcun	1	N	Hist	2019		
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB

288

03/08/2019 14:43
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East Stroudsburg Area SD, PA
JOURNAL INQUIRY

P 5
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YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	08	180	BUA	02/19/2019	02/19/2019	S	415/432	elizabeth-kolcun	1	1	N	Hist	2019				

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10014320	415	LK	S	415/432				EHSFootballlaundryDryClean	TO 432		128.30		
2	10014320	432	LK	S	415/432				EHSFootballRep&MaintEq	TO 432	128.30			
** JOURNAL TOTAL													0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	08	188	BUA	02/21/2019	02/21/2019	N	762-610	elizabeth-kolcun	1	1	N	Hist	2019				

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10013820	762	LK	N	762-610				EHNAthleticsGen Sup	TO 610		6,000.00		
2	10013820	610	LK	N	762-610				EHNAthleticsGen Sup	TO 610	6,000.00			
** JOURNAL TOTAL													0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	08	189	BUA	02/21/2019	02/21/2019	N	415-432	elizabeth-kolcun	1	1	N	Hist	2019				

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10013890	415	LK	N	415-432				EHNFootballlaundryDryClean	TO 432		419.15		
2	10013890	432	LK	N	415-432				EHNFootballRep&MaintEq	TO 432	419.15			
** JOURNAL TOTAL													0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	08	243	BUA	02/22/2019	02/22/2019	PMEA	Conf	keith-labar	1	1	N	Hist	2019				

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE		
2019	08	243	BUA	02/22/2019	02/22/2019	PMEA Conf	keith-labar	1	N	Hist	2019			
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10012950	550							Covers PMEA Conference				300.00	
	10-3210-550-000-30-819-121-000-0000-								EHNVocalStudentActPrint&Bind					
2	10008430	580							Covers PMEA Conference			300.00		
	10-2271-580-000-30-819-121-000-0000-								EHNVocalStaffDevTravel/Conf					
** JOURNAL TOTAL													0.00	

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	08	252	BUA	02/22/2019	02/22/2019			supplies		rebecca-lopez	1	N	Hist	2019			
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB			
1	10011060	610							supplies				4,000.00				
									EHS Custodial GenSup			4,000.00					
2	10010750	610							supplies								
									MSECustodial GenSup				500.00				
3	10011010	610							supplies								
									EHN Custodial Gen Sup			500.00					
4	10010670	610							supplies								
									ESE Custodial Gen Sup								
** JOURNAL TOTAL														0.00			0.00

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE	2019 08 254 BUA 02/22/2019 02/22/2019 repair rebecca-lopez 1 N Hist 2019																					
LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB								
1	10011050	431							building repair				1,000.00									
		10-2620-431-000-30-820-008-000-0000-							EHS OperBldg Rep&MaintBldgs													
2	10010780	431							building repair			1,000.00										
		10-2620-431-000-10-215-008-000-0000-							RES OperBldg Repr&MaintBldg													
												** JOURNAL TOTAL		0.00			0.00					

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	08	255	BUA	02/22/2019	02/22/2019	02/22/2019	02/22/2019	repair	rebecca-lopez	1	1	N	Hist	2019			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10010820	432	10-2620-432-000-10-216-008-000-0000-						SMEOperBldg EquipRepr&Maint		equipment repair		2,000.00	
2	10010740	432	10-2620-432-000-10-214-008-000-0000-						MSEOperBldg EquipRepr&Maint		equipment repair	2,000.00		
3	10010820	432	10-2620-432-000-10-216-008-000-0000-						SMEOperBldg EquipRepr&Maint		equipment repair		2,000.00	
4	10010780	432	10-2620-432-000-10-215-008-000-0000-						RESOperBldg EquipRepr&Maint		equipment repair			
** JOURNAL TOTAL													0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	08	256	BUA	02/22/2019	02/22/2019	02/22/2019	02/22/2019	disposal	rebecca-lopez	1	1	N	Hist	2019			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10011050	431	10-2620-431-000-30-820-008-000-0000-						EHS OperBldg Rep&MaintBldgs		disposal services		7,000.00	
2	10011060	411	10-2620-411-000-30-820-024-000-0000-						EHS Custodial Disposal Svc		disposal services	1,000.00		
3	10010750	411	10-2620-411-000-10-214-024-000-0000-						MSECustodial Disposal Svc		disposal services	1,000.00		
4	10010880	411	10-2620-411-000-20-517-024-000-0000-						JTLCustodial Disposal Svc		disposal services	1,000.00		
5	10010670	411	10-2620-411-000-10-212-024-000-0000-						ESECustodial Disposal Svc		disposal services	1,000.00		
6	10010830	411	10-2620-411-000-10-216-024-000-0000-						SMICustodial Disposal Svc		disposal services	1,000.00		
7	10010790	411	10-2620-411-000-10-215-024-000-0000-						RESCustodial Disposal Svc		disposal services	1,000.00		
8	10010710	411	10-2620-411-000-10-213-024-000-0000-						JMHCustodial Disposal Svc		disposal services	1,000.00		
** JOURNAL TOTAL													0.00	0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	08	257	BUA	02/22/2019	02/22/2019	02/22/2019	02/22/2019	ADJUST	kelli-oney	1	1	N	Hist	2019			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
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291

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	08	257	BUA	02/22/2019	02/22/2019	ADJUST	keilli-oney	1									

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10001060	650				KO			ADJUST ACCOUNTS					
2	101110-650	000-00-000-006-000-0000-0000				KO			Tech Services Supplies Tech			25,514.92		25,514.92
3	10280090	650				KO			ADJUST ACCOUNTS					
4	10-2844-650	000-00-000-006-000-0600-0000				KO			Initiative TechSupplies Tech					
5	10280090	650				KO			ADJUST ACCOUNTS					
6	10-2844-650	000-00-000-006-000-0600-0000				KO			Initiative TechSupplies Tech			1,105.56		1,105.56
7	10012350	650				KO			ADJUST ACCOUNTS					
8	10-2844-650	000-00-000-006-000-0000-0000				KO			ITEC Supplies Tech					
9	10280090	650				KO			ADJUST ACCOUNTS					.40
10	10-2844-650	000-00-000-006-000-0600-0000				KO			Initiative TechSupplies Tech					
11	10280090	766				KO			ADJUST ACCOUNTS			.40		
12	10-2844-766	000-00-000-006-000-0600-0000				KO			InitiativeCapTechHard/Equip-Repl					
13	10011850	324				KO			ADJUST ACCOUNTS					
14	10-2834-324	000-00-000-006-000-0000-0000				KO			ITEC TrainRgst			580.00		580.00
15	10008130	324				KO			ADJUST ACCOUNTS					
16	10-2271-324	000-00-000-006-000-0000-0000				KO			ITEC TrainRgst					
17	10011850	580				KO			ADJUST ACCOUNTS					
18	10-2834-580	000-00-000-006-000-0000-0000				KO			ITEC Travel/Conf			751.61		751.61
19	10008130	324				KO			ADJUST ACCOUNTS					
20	10-2271-324	000-00-000-006-000-0000-0000				KO			ITEC TrainRgst					
21	10008130	580				KO			ADJUST ACCOUNTS					
22	10-2271-580	000-00-000-006-000-0000-0000				KO			ITEC Travel/Conf			705.39		705.39
23	10008130	324				KO			ADJUST ACCOUNTS					
24	10-2271-324	000-00-000-006-000-0000-0000				KO			ITEC TrainRgst					
** JOURNAL TOTAL												0.00		0.00

292

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	08	258	BUA	02/22/2019	02/22/2019	USATest	wayne-carson	1									

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10003610	610				WC			EHSMathematicsGen Sup					
2	10-1110-610	000-30-820-170-000-0000-0000				WC			EHSMathematicsSupplies Tech			400.00		400.00
3	10003610	650				WC			EHSMathematicsSupplies Tech					
4	10-1110-650	000-30-820-170-000-0000-0000				WC			EHSMathematicsSupplies Tech					
** JOURNAL TOTAL												0.00		0.00



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East Stroudsburg Area SD, PA
JOURNAL INQUIRY

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YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	08	259	BUA	02/22/2019	02/22/2019	WASTE	MGMT	kristine-michaels	1			N	Hist	2019			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10260360	610	KM						Grounds District Gen Sup			800.00		800.00
2	10260360	810	KM						Grounds District Dues&Fees					
									** JOURNAL TOTAL			0.00		0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	08	265	BUA	02/25/2019	02/25/2019	FUNDS				kelli-oney	1	N	Hist	2019			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10008130	324	KO						ITEC TrainRgst		NEED FOR EXPENSE			28.61
2	10008130	580	KO						ITEC Travel/Conf		NEED FOR EXPENSE	28.61		
									** JOURNAL TOTAL			0.00		0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	08	284	BUA	02/26/2019	02/26/2019	N	610/810			elizabeth-kolcun	1	N	Hist	2019			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10013820	610	LK			N	610/810		EHNAthleticsGen Sup		TO 810 WR			188.50
2	10014010	810	LK			N	610/810		EHNWrestlingDues&Fees		TO 810 WR	188.50		
									** JOURNAL TOTAL			0.00		0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	08	285	BUA	02/26/2019	02/26/2019	S	610/810			elizabeth-kolcun	1	N	Hist	2019			

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
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293



YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2019	08	285	BUA	02/26/2019	02/26/2019	S 610/810	elizabeth-kolcun	1	N	Hist	2019	

LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3 ACCOUNT	DESCRIPTION	DEBIT	CREDIT	OB
1	10014250	610		LK	S 610/810		TO 810 WR			
	10-3250-610-000-30-820-550-000-5000-						EHS Athletics Gen Sup			
2	10014440	810		LK	S 610/810		TO 810 WR	188.50		188.50
	10-3250-810-000-30-820-550-000-5201-						EHS Wrestling Dues & Fees			
							** JOURNAL TOTAL	0.00		0.00

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2019	08		289	BUA	02/26/2019	transfer	debra-wisotsky	1	N	Hist	2019	

LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3 ACCOUNT	DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10011200	752		dw				transfer to repl. equip		38,000.00	
	10-2660-752	-000-00-000-0000-00000-						Security NewEq>\$2,500			
2	10011200	762		dw				transfer from new equip	38,000.00		
	10-2660-762	-000-00-000-0000-00000-						Security RepEq>\$2,500			
** JOURNAL TOTAL									0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2019	08	290	BUA	02/26/2019	02/26/2019	transfer	debra-wisotsky	1	N	Hist	2019	

LN	ORG ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3 ACCOUNT	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10011200	330		dw			trans to repl equip		4,500.00	
	10-2660-330-000-00-000-0000-00						Security OtherProfSvc			
2	10011200	762		dw			trans for vehicle	4,500.00		
	10-2660-762-000-00-000-091-000-0000-00						Security RepEq>\$2,500			
							** JOURNAL TOTAL	0.00	0.00	

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2019	08	292	BVA	02/26/2019	02/26/2019	transfer	patricia-rosado	1	N	Hist	2019	

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT DESCRIPTION	LINE DESCRIPTION	DEBIT	CREDIT	OB
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East Stroudsburg Area SD, PA
JOURNAL INQUIRY

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	08	292	BUA	02/26/2019	02/26/2019	transfer	patricia-rosado	1	N	Hist	2019						

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10009060	761	funds	transfer					Transfer from				265.00	
2	10008960	330	funds	transfer					Superintendent RepEq<\$2,500			265.00		
	10-2310-330-000-00-000-001-000-0000-								Transfer to					
									School Board OtherProfSvc					
** JOURNAL TOTAL														0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	08	313	BUA	02/27/2019	02/27/2019	STG	TANKS	kristine-michaels	1	N	Hist	2019					

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10011670	610	KM						BALANCE & STORAGE TANK FEE				1,096.00	
2	10011670	810	KM						Transp,Gen, Sup			1,096.00		
	10-2720-810-000-00-000-007-000-0000-								BALANCE & STORAGE TANK FEE					
									TransportationDues&Fees					
** JOURNAL TOTAL														0.00

YEAR	PER	JOURNAL	SRC	EFF	DATE	ENT	DATE	JNL	DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD	YEAR	JNL	TYPE
2019	08	319	BUA	02/27/2019	02/27/2019	JTL	LIB	marjory-gullstrand	1	N	Hist	2019					

LN	ORG	ACCOUNT	OBJECT	PROJ	REF1	REF2	REF3	ACCOUNT	DESCRIPTION	LINE	DESCRIPTION	DEBIT	CREDIT	OB
1	10007040	580							JTLTravel/Conf				200.00	
2	10007040	610							JTLLibraryGen Sup			200.00		
	10-2250-610-000-20-517-155-000-0000-													
** JOURNAL TOTAL														0.00

** GRAND TOTAL														0.00
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31 Journals printed

** END OF REPORT - Generated by Diane Kelly **

East Stroudsburg Area School District

Date Range 2/23/19 through 3/8/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
391	03/05/2019	AMAZON.COM	Cafeteria supplies D Flynn	\$ 19.28
392	03/05/2019	DOLLAR TREE	Cafeteria supplies D Flynn	\$ 32.86
393	03/05/2019	FRIEDMAN ELECTRIC SUPPLY CO. INC.	Cafeteria supplies D Flynn	\$ 161.59
394	03/05/2019	KEYCO DISTRIBUTORS INC.	Cafeteria supplies D Flynn	\$ 65.10
395	03/05/2019	WALMART COMMUNITY/GEMB	Cafeteria supplies D Flynn	\$ 66.28
396	03/05/2019	WEIS MARKET, INC.	Cafeteria supplies D Flynn	\$ 101.88
397	03/05/2019	DOLLAR TREE	Cafeteria supplies M Possinger	\$ 10.60
398	03/05/2019	KATOM RESTA	Cafeteria supplies M Possinger	\$ 54.00
399	03/05/2019	KEYCO DISTRIBUTORS INC.	Cafeteria supplies M Possinger	\$ 54.01
400	03/05/2019	PCARD VENDOR	Cafeteria supplies M Possinger	\$ 25.97
401	03/05/2019	PCARD VENDOR	Cafeteria supplies M Possinger	\$ 58.26
402	03/05/2019	WALMART COMMUNITY/GEMB	Cafeteria supplies M Possinger	\$ 67.28
403	03/05/2019	WEIS MARKET, INC.	Cafeteria supplies M Possinger	\$ 4.79
238968	02/26/2019	BUSHKILL EMERGENCY CORPS	LEHMAN FOOTBALL AMBULANCE	\$ 700.00
			NORTH FOOTBALL AMBULANCE	\$ 1,200.00
238969	02/26/2019	DENISE S ROGERS	Meal Money for South Wrestlers/coached 3/1/19 Regi	\$ 190.00
238970	02/26/2019	POCONO RECORD	RFP COPIER AD INV	\$ 247.55
238971	02/26/2019	THOMAS F. DIRVONAS	DECEMBER INVOICE 2018	\$ 5,787.50
			NOVEMBER 2018 INVOICE	\$ 8,055.75
238972	02/27/2019	NEW HOLLAND FORD LINCOLN MERCURY	Purchase of Security vehicle 1	\$ 42,487.00
238973	02/28/2019	ATHMEDICS	NORTH ATHLETIC TRAINER	\$ 1,341.90
238974	02/28/2019	B NEWHART E SONS INC	sewer plant sludge removal	\$ 1,400.00
238975	02/28/2019	BIG WHEEL	ESE DEPOSIT FOR ROLLER-SKATING EVENT	\$ 50.00
238976	02/28/2019	BOROUGH OF EAST STROUDSBURG	sprinkler/hydrant fee district	\$ 1,210.00
238977	02/28/2019	BRODHEAD CREEK REGIONAL AUTHORITY	ESE 4TH QTR 2018 WATER & SEWER	\$ 1,820.48
			JTL 4TH QTR 2018 WATER & SEWER	\$ 1,064.49
			JTL BUS LOT 4TH QTR 2018 WATER & SEWER	\$ 200.51
238978	02/28/2019	CARBON MONROE PIKE MENTAL HEALTH & DEVELOPMENT SRV	ESE CASUAL FOR A CAUSE DONATION	\$ 165.00
238979	02/28/2019	CHAPMAN REFRIGERATION LLC	TO PAY INVOICES FOR 2018-2019	\$ 156.03
238980	02/28/2019	CINTAS CORPORATION #101	Open Order First Aid Cabinets	\$ 71.36
238981	02/28/2019	CLINIC FOR SPECIAL CHILDREN	MIDDLE SMITHFIELD CASUAL FOR A CAUSE DONATION	\$ 288.50
238982	02/28/2019	COLT PLUMBING SPECIALTIES	ese sensor closet/ urinal	\$ 498.60
			jtl MVP LOWER UNIT & METERING CARTRIDGE	\$ 393.49
238983	02/28/2019	COMMUNICATIONS SYSTEMS, INC.	bushkill alarm issue one detector 2 av devices	\$ 968.14
			MSE Migrate 5 existing doors to new panel	\$ 1,562.50
			MSE NVR Server stopped working	\$ 500.00
			North paging issue	\$ 250.00
			RES outside speakers not working	\$ 1,062.50
			Time clock repair	\$ 556.00
238984	02/28/2019	DES-CPR, INC.	district shredding disposal	\$ 656.00
238985	02/28/2019	DENISE FIGUEROA	Door Name Plate: Ms. Becker	\$ 12.00
			Door Signage	\$ 60.00
238986	02/28/2019	EAST STROUDSBURG UNIVER TRACK & FIELD	SOUTH TRACK & FIELD ENTRY FEE ESU Red & Black	\$ 350.00
238987	02/28/2019	EDVOTEK, INC	P.O.19000479 duplicated Enzyme DNA	\$ 98.95
238988	02/28/2019	ENVIRONMENTAL ABATEMENTS ASSOC., INC.	ahera REINPECTION AND MANAGEMENT PLAN	\$ 1,800.00
238989	02/28/2019	ESS NORTHEAST LLC	Billing Week Ending 2/16/19	\$ 17,759.03
238990	02/28/2019	FASTENAL COMPANY	cb5 10 qty	\$ 7.00
			ring 16-14 1/4 & #10	\$ 19.54
238991	02/28/2019	FIVE STAR INTERNATIONAL LLC	OPEN ORDER FOR PARTS- Kit Part#PPRPPOKIT01	\$ 204.34
238992	02/28/2019	FLAGHOUSE	Push Down Tabletop Scissors -	\$ 44.75
			Sp. Ed. classroom supplies for	\$ 912.92
238993	02/28/2019	FLINN SCIENTIFIC INC.	HSS2019-REPLACES 20190113 Bio Cultures	\$ 43.15
238994	02/28/2019	FOLLETT SCHOOL SOLUTIONS, INC.	ESE LIBRARY BOOK PURCHASES	\$ 12,229.61
			HS NORTH Lib books and virt library res	\$ 4,344.33
			HS NORTH library books	\$ 221.80
			HS SOUTH LIBRARY BOOK PURCHASES	\$ 283.91
			JTL library books open PO	\$ 2,637.02
			MIDDLE SMITHFIELD library books	\$ 193.03
			MIDDLE SMITHFIELD library books PURCHASES	\$ 927.65
			mIDDLE SMITHFIELD library books PURCHASES	\$ 145.54
238995	02/28/2019	FRASER ADVANCED INFORMATION SYSTEMS	G1 Staples Lynn	\$ 196.00
238996	02/28/2019	FRONTIER	FRONTIER FEB 2019 PHONE TOLL CHARGE	\$ 616.15
			FRONTIER FRONTIER FEB 2019 PHONE TOLL CHARGE	\$ 45.69
238997	02/28/2019	GARING ENTERPRISES	contracted service tech. ed. competitions	\$ 3,720.00
238998	02/28/2019	GENERAL SUPPLY COMPANY	hss stock hardware	\$ 3,508.94
			NORTH SUPPLIES	\$ 6,443.00
238999	02/28/2019	GLOBAL INDUSTRIAL EQUIPMENT	blueprint storage	\$ 106.48
239000	02/28/2019	GRAINGER	shop meter CM9005157517 applied	\$ 89.66

East Stroudsburg Area School District

Date Range 2/23/19 through 3/8/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
239001	02/28/2019	HILLTOP SALES & SERVICE	hilltop open po	\$ 111.60
239002	02/28/2019	INDUSTRIAL CONTROLS DISTRIBUTORS, LLC	HSS ACTUATOR	\$ 583.33
			hss switch	\$ 1,217.83
			jm hill damper	\$ 174.41
			mse actuator	\$ 1,655.71
239003	02/28/2019	INTERPRETEK	Inv. #234620 1/20/19 Truancy	\$ 130.00
239004	02/28/2019	J.W.PEPPER & SONS-ACCT.#36-136400	Sheet music and accessories	\$ 218.89
239005	02/28/2019	JEFFREY P. BOYER	SCHOOL WIDE AWARD BOARD APPROVED 02/25/2019	\$ 1,200.00
239006	02/28/2019	J.A. MAC INC	push bar for doors repair/replace	\$ 3,559.00
239007	02/28/2019	JTM PROVISIONS CO.	TO PAY INVOICES FOR 2018-2019	\$ 896.16
239008	02/28/2019	KING, SPRY, HERMAN, FREUND & FAUL, LLC	Inv #134419 File # 7549 0009	\$ 210.00
239009	02/28/2019	LITERACY RESOURCES, INC	TITLE 1 Grant	\$ 614.92
239010	02/28/2019	LJC DISTRIBUTORS OF FULLER BRUSH	ese ljc po-REPLACE 20190357 ice melt	\$ 472.50
239011	02/28/2019	LYKE PANE SPORTS GEAR LLC	NORTH WRESTLING SUPPLIES	\$ 926.00
239012	02/28/2019	LYMAN & ASH	Special Construction Counsel I	\$ 5,707.50
239013	02/28/2019	MADY'S ANGELS	BUSHKILL CASUAL FOR A CAUSE DONATION	\$ 123.00
239014	02/28/2019	MARCH OF DIMES	ESE CASUAL FOR A CAUSE DONATION	\$ 166.00
239015	02/28/2019	MARINE TOYS FOR TOTS FOUNDATION	ESE CASUAL FOR A CAUSE DONATION	\$ 156.00
239016	02/28/2019	MET-ED	HS SOUTH FEB 2019 ELECTRIC	\$ 20,743.98
			RESICA FEB 2019 ELECTRIC	\$ 9,219.26
			SMITHFIELD ELE FEB 2019 ELECTRIC	\$ 5,198.11
			TRAFFIC LIGHT FEB 2019 ELECTRIC	\$ 72.85
			TRAFFIC LIGHT JAN 2019 ELECTRIC	\$ 71.10
			TRFFIC LIGHT FEB 2019 ELECTRIC	\$ 19.51
239017	02/28/2019	MICHAEL LANDSCAPING	snow removal salt spreading MSE	\$ 2,815.00
239018	02/28/2019	NAGLE ELEVATOR INSPECTION & TESTING, LLC	jtl elevator test	\$ 195.00
239019	02/28/2019	OFFICE DEPOT	balance due P.O.18003620 3 hole punch	\$ 32.99
			lveliz Cruz supplies from 17-1 bal p.o.18003406	\$ 6.80
			office supplies	\$ 41.78
			OFFICE SUPPLIES bal. P.O. 18003405	\$ 6.78
239020	02/28/2019	ORIENTAL TRADING	Title I Transition & PFE Suppl	\$ 474.51
239021	02/28/2019	PATRIOT WORKWEAR	Patriot supplies for Off. Cook	\$ 15.00
			Patriot supplies for school po	\$ 29.00
			Patriot supplies for security	\$ 92.00
239022	02/28/2019	PENNSYLVANIA DUI ASSOCIATION	ATTENDING THE EASTERN PA SADD CONF	\$ 60.00
239023	02/28/2019	PENTELEDATA	PENN TELEDATA INTERNET SERVICE	\$ 4,172.50
239024	02/28/2019	PETROCHOICE	OPEN ORDER FOR FLUIDS	\$ 419.60
239025	02/28/2019	PHILIP ROSENAU CO., INC.	mse rosenau-replaces 20190372	\$ 89.47
239026	02/28/2019	PLANK ROAD PUBLISHING	ESE Vocal Dept	\$ 112.45
239027	02/28/2019	PMEA DISTRICT 10	PMEA D10 7/8 Band/Orch Fest	\$ 100.00
239028	02/28/2019	POCONO ALLIANCE	Title I - KG Calendar	\$ 2,000.00
239029	02/28/2019	POCONO RECORD	Advertisements for Boare meeti	\$ 631.81
239030	02/28/2019	POCONO TRANSPORTATION INC.	ATHELETIC EVENTS JAN 2019 BUS TRANSPORT	\$ 12,143.50
239031	02/28/2019	POSTAGE PRO PLUS, INC	POSTAGE INK & LABELS ORDER-ADM	\$ 139.03
239032	02/28/2019	PRESTWICK HOUSE	Keystone Remediation Addl answ	\$ 47.98
239033	02/28/2019	PROJECT LEAD THE WAY INC	plastic bin	\$ 64.00
239034	02/28/2019	RC FINE FOODS	TO PAY INVOICES FOR 2018-2019	\$ 179.70
239035	02/28/2019	SCHUYLKILL VALLEY SPORTING GOODS	NORTH CHEER WARM-UPS	\$ 919.50
239036	02/28/2019	SHARON MARICLE	Mr.Marino assisting drum line for band Camp	\$ 750.00
239037	02/28/2019	SHARP ENERGY	BUS PROPANE - NORTH	\$ 9,363.32
			OPEN ORDER FOR BUS PROPANE - SOUTH	\$ 11,120.99
239038	02/28/2019	SHAWNEE PLAYHOUSE	HS SOUTH FINAL PAYMENT FOR 02/22 FIELD TRIP	\$ 1,800.00
239039	02/28/2019	TALLEY PETROLEUM	LEHMAN & HS NORTH TALLEY HEATING OIL	\$ 28,411.97
			NORTH BUS BLDG TALLEY HEATING OIL	\$ 1,079.40
239040	02/28/2019	TEAM PENNSYLVANIA FOUNDATION	PDE Data Summit- A BAUER	\$ 300.00
239041	02/28/2019	COLLEGE ENTRANCE EXAMINATION BOARD	PSAT/NMSQT Test Fee-North	\$ 2,036.00
239042	02/28/2019	WALMART COMMUNITY/GEMB	D Corson - JM Hill NURSE suppl	\$ 17.63
			ESE S Cole - NURES SUPPLIES	\$ 54.32
			HS NORTH M Neyhart - NURES SUPPLIES	\$ 147.02
			HS SOUTH WINTER CONCESSION SUPPLIES	\$ 227.36
			ILS supplies CLOROX SANIWIPIES	\$ 13.61
			LIS L Cox NURES SUPPLIES	\$ 81.18
			LIS Leslie Cox open purchase o	\$ 29.96
			STUDENT PEP ASSEMBLY SUPPLIES	\$ 10.24
239043	03/04/2019	DENISE S ROGERS	MEALS FOR SOUTH WRESTLING PIAA STATES 03/06/2019	\$ 304.00
239044	03/07/2019	21ST CENTURY CYBER CHARTER SCHOOL	Dec. Adj., Jan. & Feb. 2019 Tu	\$ 19,258.93
239045	03/07/2019	95 PERCENT GROUP INC.	MULTISYLLABLE ROUTINE CARDS	\$ 1,776.50
239046	03/07/2019	A/CAPA	Conference Registration - A BAUER	\$ 335.00

East Stroudsburg Area School District

Date Range 2/23/19 through 3/8/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
239047	03/07/2019	ABC TROPHIES, INC.	ATHLETICS ENGRAVING WRESTLING	\$ 8.50
239048	03/07/2019	ACHIEVEMENT HOUSE CHARTER SCHOOL	January 2019 Tuition Invoice	\$ 1,107.67
239049	03/07/2019	AGORA CYBER CHARTER SCHOOL	January 2019 Tuition Invoice	\$ 36,229.88
239050	03/07/2019	ALAN KUNSMAN ROOFING & SIDING INC	resica roof repair	\$ 3,450.00
239051	03/07/2019	AMAZON.COM	AMDIN SUPPLIES FUJITSU SACN SNAP IX500	\$ 369.04
			AMIN SUPPLIES "AAA" "AA" BATTERIES	\$ 29.97
			AMIN SUPPLIES OFFICE PRODUCT PROTECTION	\$ 23.34
			BOOKS FOR COACHES (TEACHERS)	\$ 78.45
			EMOTIONAL SUPPORT Classrm supplies	\$ 111.69
			FIRE PROTECTION Supplies for Security	\$ 550.78
			General Office Supplies - Special ED	\$ 108.72
			HS SOUTH - HUE HD (black) USB camera for WINDOWS	\$ 349.65
			HS SOUTH 3D Printer	\$ 1,458.50
			HSS Adaptive PE - Aimee Elliso - GRANT	\$ 3,169.91
			JTL ATHLETICS SWIM STRENGTH & COND	\$ 151.48
			JTL supplies for student pep rally	\$ 128.83
			LEHMAN stand steady - Desk converter	\$ 179.77
			MIDDLE SMITHFIELD TITLE 1 SUPPLIES	\$ 165.68
			NORTH ATHLETICS OFFICE - office lables	\$ 11.95
			Sharp EL233SB 10 Pack EL233SBX	\$ 103.40
			SMITHFIELD Vocabulary Cartoons - GRANT	\$ 100.80
			Sp. Ed classroom supplies/MSE	\$ 43.57
			Supplies for staff - LANYARDS AND ID HOLDERS	\$ 50.98
			Title I - KG Fair SUPPLIES	\$ 116.66
			Title I Art Club Supplies - GRANT	\$ 353.99
			Title I One School One Book Pr	\$ 217.19
239052	03/07/2019	AMERICAN CANCER SOCIETY	MIDDLE SMITH FIELD LOVE GRAM FUNDRAISER	\$ 116.00
239053	03/07/2019	ANDERSON'S ALPHABET U	Anderson's Alphabet	\$ 153.94
239054	03/07/2019	ARTS ACADEMY CHARTER SCHOOL	January 2019 Tuition	\$ 4,430.68
239055	03/07/2019	CATHOLIC SOCIAL SERVICES OF THE DIOCESE OF SCRANTO	HS NORTH KEY AND LEO CLUB BIG BRO/BIG SIS FUNDRAIS	\$ 592.61
239056	03/07/2019	BLICK ART MATERIALS	22945-1002 Sketch Board 23-1	\$ 841.01
			Balance due from invoice 5611109-	\$ 295.08
239057	03/07/2019	BOVINO'S PIZZA	HS SOUTH WINTER SPORTS CONCESSION	\$ 684.00
239058	03/07/2019	BOVINO'S PIZZA	HS NORTH AND HIGH SCHOOL SOUTH WRESTLING	\$ 585.00
239059	03/07/2019	CATHERINE A STRAZZERI	POPCORN FOR 2ND QUARTER REWARDS	\$ 31.92
239060	03/07/2019	CATHERINE TYNEMOUTH	FOOD FOR FAMILIES BACK PACK FOOD FOR FEB	\$ 115.16
239061	03/07/2019	CHAPMAN REFRIGERATION LLC	TO PAY INVOICES FOR 2018-2019	\$ 266.60
239062	03/07/2019	CHAPTER 13 TRUSTEE	Payroll Run 1 - Warrant 190307	\$ 245.00
239063	03/07/2019	CITY CENTER WHOLESALE, LLC	HS NORTH ATHLETICS	\$ 446.10
239064	03/07/2019	CM REGENT RESOURCES	LONG TERM DISABILITY INSURANCE	\$ 8,889.56
239065	03/07/2019	CM REGENT RESOURCES	LIFE INSURANCE	\$ 11,775.23
239066	03/07/2019	COLONIAL INTERMEDIATE UNIT 20	INTRUCTIONAL COST	\$ 92,745.45
			OPERATING EXPENSES	\$ 8,019.20
			PARTIAL HOSPITALIZATION	\$ 32,240.72
			PSYCHIATRIC EVALUATION	\$ 5,751.20
			TRANSPERFECT SPECIAL ED	\$ 11.50
239067	03/07/2019	COMMONWEALTH CHARTER ACADEMY SCHOOL	January 2019 Tuition Invoice #	\$ 70,963.55
239068	03/07/2019	CONCORDE, INC.	CONTRACT FOR DOT TESTING OF CD	\$ 931.08
239069	03/07/2019	FAMILIES OF SPINAL MUSCLAR ATROPHY	BUSHKILL CASUAL FOR A CAUSE DONATION 09/28/2018	\$ 138.00
239070	03/07/2019	D'HUY ENGINEERING, INC.	Job 287010 North Roof Bid/Construc Phase service	\$ 8,595.06
			Job 28711 RES Roof replacement 3.5% complete	\$ 1,656.02
239071	03/07/2019	DINN BROTHERS	Trophy for student activity	\$ 39.85
239072	03/07/2019	DONNA G KENDERDINE, RPR	Transcript for Student Hearing	\$ 374.50
239073	03/07/2019	DUKE'S SPORTING GOODS	CLOTHING PURCHASED FOR THE SCHOOL STORE	\$ 759.50
239074	03/07/2019	E.R. LINDE CONSTRUCTION CORP.	SNOW REMOVAL & CINDERING NORTH	\$ 8,125.82
239075	03/07/2019	E.S.E.A.	Payroll Run 1 - Warrant 190307	\$ 28,732.43
239076	03/07/2019	EAST STROUDSBURG	Payroll Run 1 - Warrant 190307	\$ 7,430.83
239077	03/07/2019	EAST STROUDSBURG SOUTH BAND PARENTS	HS SOUTH BAND FALL CONCESSION PAY-OUT 2018	\$ 789.78
239078	03/07/2019	EAST STROUDSBURG SOUTH VOLLEYBALL	HSS VOLLEYBALL FALL CONCESSION PAY-OUT 2018	\$ 1,579.56
239079	03/07/2019	EAST STROUDSBURG UNIVER TRACK & FIELD	NORTH TRACK & FIELD ESU ENTRY	\$ 350.00
239080	03/07/2019	ECOLAB INC.	TO PAY FOR INVOICES FOR 2018-2	\$ 168.04
239081	03/07/2019	ED FOUNDATION OF ES/GENERAL FUND	Payroll Run 1 - Warrant 190307	\$ 28.00
239082	03/07/2019	EDWARD A. HUDAK	Grand Piano Tuning and pitch r	\$ 110.00
			PIANO TUNING AT HS SOUTH	\$ 85.00
239083	03/07/2019	ELECTRIC CITY AQUARIUM & REPITLE DEN	EDUCATION SCIENCE LESSON	\$ 96.09
239084	03/07/2019	EDWARD SPANNAGEL	T-SHIRTS FOR READ ACROSS AMERICA EVENT	\$ 147.49
239085	03/07/2019	EMERGENCY SYSTEMS SERVICE COMPANY	hsn generator rental	\$ 2,240.00
239086	03/07/2019	ESHN BAND	HS NORTH BAND FALL CONCESSION PAY-OUT 2018	\$ 1,270.21

East Stroudsburg Area School District

Date Range 2/23/19 through 3/8/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
239087	03/07/2019	ESHS BOYS SOCCER	HS SOUTH SOCCER FALL CONCESSION PAY-OUT 2018	\$ 1,480.84
239088	03/07/2019	ESHS FIELD HOCKEY	HS SOUTH FIELD HOCKEY FALL CONCESSION PAY-OUT 2018	\$ 1,283.39
239089	03/07/2019	ESHS GIRLS BASKETBALL	HS SOUTH GIRLS BASKETBALL FALL CONCESSION PAY-OUT	\$ 197.45
239090	03/07/2019	ESHS GIRLS SOCCER	HS SOUTH GIRLS SOCCER FALL CONCESSION PAY-OUT 2018	\$ 1,579.56
239091	03/07/2019	ESHS WRESTLING	HS SOUTH WRESTLING FALL CONCESSION PAY-OUT 2018	\$ 789.78
239092	03/07/2019	ESPECIAL NEEDS	Scoop Plate & Vacuum Base non-	\$ 75.78
239093	03/07/2019	ESS NORTHEAST LLC	Billing Week Ending 2/23/19	\$ 16,027.43
			Week Ending 2/28/19	\$ 20,666.36
239094	03/07/2019	EUROSPORT	JTL GIRLS SOCCER	\$ 419.69
239095	03/07/2019	EXECUTIVE EDUCATION ACADEMY CHARTER SCHOOL	December & November 2018 Tuiti	\$ 2,215.34
239096	03/07/2019	FACE/SCHOLASTIC INC.	Title I Transition Supplies	\$ 712.90
239097	03/07/2019	FASTENAL COMPANY	NORTH SUPPLIES	\$ 90.41
239098	03/07/2019	FASTENAL COMPANY	dwes	\$ 56.78
239099	03/07/2019	FOY INVENTERPRISES,INC	SPECIAL EFFECTS FOR MUSICAL - MARY POPPINS	\$ 1,050.00
239100	03/07/2019	FRASER ADVANCED INFORMATION SYSTEMS	Pay for copier service parts	\$ 49.24
			pay for staples that were orde	\$ 323.40
			Sharp Copier Staples # MX-M105	\$ 294.00
			Staples	\$ 215.60
239101	03/07/2019	THE GOODYEAR TIRE & RUBBER COMPANY	Open Order for Tires	\$ 656.64
239102	03/07/2019	GRAINGER	file folder	\$ 59.14
239103	03/07/2019	GREGORY GRAHAM PIANO SERVICE	16 oz bottle	\$ 10.00
			piano tuning and wick replacement	\$ 105.00
239104	03/07/2019	GROVE CITY AREA SCHOOL DISTRICT	Invoice # G19508 December 201	\$ 4,341.55
239105	03/07/2019	HAB-DLT	Payroll Run 1 - Warrant 190307	\$ 507.81
239106	03/07/2019	HERCULES ACHIEVEMENT INC.	Printing aDiploma for a Commun	\$ 12.20
239107	03/07/2019	HESC	Payroll Run 1 - Warrant 190307	\$ 367.90
239108	03/07/2019	HILLTOP SALES & SERVICE	leh hilltop po-REPLACES 201902	\$ 233.16
			OPEN ORDER FOR SUPPLIES & SERV	\$ 88.51
239109	03/07/2019	IDENTISOURCE, LLC	ID Proximity Cards	\$ 1,112.81
239110	03/07/2019	INDUSTRIAL CONTROLS DISTRIBUTORS, LLC	north signal transmitter	\$ 1,421.44
239111	03/07/2019	INSIGHT PA CYBER CHARTER SCHOOL	January 2019 Tuition Invoice #	\$ 40,485.39
239112	03/07/2019	INTEGRITEC, INC.	district magnesium oxide	\$ 500.00
239113	03/07/2019	INTERSTATE TAX SERVICE BUREAU	ITS INV 18468	\$ 922.14
239114	03/07/2019	JENNIFER ANDREWS	MEAL MONEY FOR SOUTH BASKETBALL & CHEERLEADER PIAA	\$ 444.00
239115	03/07/2019	KASA'S FOODS DIST CO INC.	TO PAY PIZZA INVOICES FOR 2018	\$ 10,404.90
239116	03/07/2019	KING, SPRY, HERMAN, FREUND & FAUL, LLC	On-going Sp Ed Due Process Inv	\$ 210.00
239117	03/07/2019	KIWANIS CLUB OF THE STROUDSBURGS	HS SOUTH KEY CLUB FUNDRAISER ROSE SALE	\$ 1,628.00
239118	03/07/2019	LABELLA ASSOCIATES DPC	jm hill indoor air quality ser	\$ 960.00
239119	03/07/2019	LEHIGH VALLEY ACADEMY CHARTER SCHOOL	January 2019 Tuition	\$ 1,107.67
239120	03/07/2019	LEVIN LEGAL GROUP	Misc special ed. legal fees ln	\$ 3,761.00
			Misc. sp ed legal fees	\$ 5,947.00
			Sp Ed law suit claim 223771	\$ 90.00
			Sp Ed Law Suit CLAIM 226470	\$ 2,335.50
239121	03/07/2019	LJC DISTRIBUTORS OF FULLER BRUSH	hsn ljc po-REPLACES 20190294	\$ 629.00
			jtl ljc po-REPLACE 20190346	\$ 592.50
			leh lcc po-REPLACES 20190275	\$ 1,000.00
			mse ljc-REPLACE 20190373	\$ 76.50
239122	03/07/2019	LVCNFF	SCHOLAR ATHLETE BANQUET	\$ 100.00
239123	03/07/2019	MEIER SUPPLY CO., INC.	bes filters	\$ 40.00
			bes greensorb	\$ 29.56
			hss pan spray	\$ 22.77
			leh grease gun	\$ 48.53
			north filters	\$ 606.49
239124	03/07/2019	MONROE CAREER AND TECHNICAL INSTITUTE	MCTI CAP IMPROV FUND March 2019 Payment	\$ 13,350.42
239125	03/07/2019	MONROE CAREER AND TECHNICAL INSTITUTE	MCTI OPERATING PAYMENT FOR march 2019	\$ 155,312.00
239126	03/07/2019	NASCO (QOUTE#45950)	balance duplicate order from P.O.#.19000344/19000496	\$ 40.64
			Balance of duplicated P.O.#19000343/19000655	\$ 140.15
239127	03/07/2019	NEIU 19	EDUCATIONAL SUPPORT GROUP TRAINING E DREISBACH	\$ 225.00
239128	03/07/2019	NEPA COMMUNITY FCU FOUNDATION	HS NORTH & SOUTH CASUAL FOR A CAUSE DONATION	\$ 963.15
239129	03/07/2019	NORTHAMPTON COUNTY AREA COMMUNITY COLLEGE	Emergency Medical Responder TRAINING HS SOUTH&NORT	\$ 18,000.00
239130	03/07/2019	NOT JUST TEE SHIRTS	DECA CHAPTER SHIRTS	\$ 970.80
239131	03/07/2019	NYSCSPC (NEW YORK STATE CHILD SUPPORT	Payroll Run 1 - Warrant 190307	\$ 193.50
239132	03/07/2019	OFFICE DEPOT	OFFICE SUPPLIES T.BRADLEY	\$ 19.16
239133	03/07/2019	OFFICE TECHNOLOGY, LLC	HP Laserjet Cartridge	\$ 105.00
			SPRING INTO TECHNOLOGY	\$ 267.00
			TONER FOR NORTH BROTHER 2820	\$ 96.00
239134	03/07/2019	OVERDRIVE, INC.	OverDrive Open PO-replaces 201	\$ 74.97
239135	03/07/2019	PA ASSOC ELEM./SEC. SCHOOL PRINCIPALS	membership PA principal associ	\$ 595.00

East Stroudsburg Area School District

Date Range 2/23/19 through 3/8/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
239136	03/07/2019	PA FBLA	SLC Registration information/E	\$ 475.00
239137	03/07/2019	PAPSA	PAPSA Conference, 4/4/19-4/9/1 M CASCIOTTA	\$ 295.00
239138	03/07/2019	PASBO	PASBO EXCEL WEBINAR	\$ 75.00
239139	03/07/2019	PENNSYLVANIA DEPARTMENT OF REVENUE	Payroll Run 1 - Warrant 190307	\$ 75.40
239140	03/07/2019	PENNSYLVANIA HIGHER EDUCATION AGENCY	Payroll Run 1 - Warrant 190307	\$ 1,068.69
239141	03/07/2019	PENNSYLVANIA ONE CALL SYSTEM, INC.	district pa one-replaces 20190	\$ 62.72
239142	03/07/2019	PENNSYLVANIA STATE UNIVERSITY	PENN LINK 20ESTROUDS ANNUAL FEE	\$ 50.00
239143	03/07/2019	PEPSI-COLA	TO PAY INVOICES 2018-2019	\$ 1,844.59
239144	03/07/2019	PHILIP ROSENAU CO., INC.	ese rosenau po-replaces 201903	\$ 101.15
			jtl rosenau po-replaces 201903	\$ 74.95
			mse rosenau-replaces 20190372	\$ 21.88
239145	03/07/2019	PMEA DISTRICT 10	PMEA registration for David La	\$ 185.00
239146	03/07/2019	PMEA DISTRICT 10	Region Chorus Registration	\$ 750.00
239147	03/07/2019	POCONO MOUNTAIN DAIRIES	TO PAY 2018-2019 INVOICES	\$ 22,315.65
239148	03/07/2019	POCONO PROFOODS	TO PAY INVOICE FOR 2018-2019 S	\$ 17,612.89
239149	03/07/2019	PRAXAIR DISTRIBUTION MID-ATLANTIC	praxair open po	\$ 160.15
239150	03/07/2019	PRECISION EXCAVATING & PAVING, INC	2 ton salt/cinder & labor	\$ 820.00
			JTL cinder/salt/ 6.5 hours labor truck & BH	\$ 1,362.50
			JTL Cinder/salt/labor	\$ 512.50
			PLOWING SNOW DRIFTS ESE	\$ 290.00
			PLOWING SNOW DRIFTS JTL	\$ 280.00
			PRECISION INVOICE #54	\$ 760.00
			SALT & CINDER ESE	\$ 7,539.50
			SALT & CINDER HSS	\$ 14,067.50
			salt & cinder JMH	\$ 2,045.00
			SALT & CINDER JMH & labor	\$ 927.50
			SALT & CINDER JTL	\$ 9,482.00
			salt & cinder SME	\$ 1,800.00
			SALT & CINDER SME plus labor	\$ 817.50
239151	03/07/2019	PROSSER LABORATORIES, INC.	hss prosser po-replaces 201903	\$ 150.00
			leh prosser po-replaces 201902	\$ 150.00
			mse water test	\$ 75.00
			north water test	\$ 278.00
			res water test	\$ 285.00
239152	03/07/2019	PSERS	2004-2005 Medina, Edwin	\$ 166.28
			2005-2006 Casella, Lois	\$ 284.04
			2006-2007 Casella, Lois	\$ 207.92
			2008-2009 Galindez, Lorenzo	\$ 267.93
239153	03/07/2019	QUILL CORPORATION	quill fabric & mesh armless ch	\$ 89.99
			SPRING INTO TECHNOLOGY SUPPLIE	\$ 436.85
239154	03/07/2019	RAY PRICE STROUD FORD	Ray Price inspection/lock cyli	\$ 179.68
239155	03/07/2019	REACH CYBER CHARTER SCHOOL	December 2018 and January 2019	\$ 78,321.52
239156	03/07/2019	READ TO THEM	Karin Hogan/Title I	\$ 2,937.00
239157	03/07/2019	REINHART FOOD SERVICE	TO PAY INVOICES FOR 2018-2019	\$ 34,895.23
239158	03/07/2019	RICH PRODUCTS CORPORATION	TO PAY INVOICES FOR 2018-2019	\$ 2,486.90
239159	03/07/2019	ROCKLAND BAKERY	TO PAY INVOICES FOR 2018-2019	\$ 3,019.72
239160	03/07/2019	RR DONNELLEY & SONS COMPANY	RR Donnelley traffic citations	\$ 19.90
239161	03/07/2019	S & S WORLDWIDE INC.	PE supplies	\$ 169.98
239162	03/07/2019	SAMANTHA BACHERT	FRESHMAN PREVIEW NIGHT SUPPLIES	\$ 268.46
239163	03/07/2019	SCHOLASTIC	Title I One School One Book Pr	\$ 47.17
239164	03/07/2019	SCHOOL HEALTH CORPORATION	Jeanne Branigan - BP cuff Adul	\$ 21.20
239165	03/07/2019	SCHOOLMART	Calculators for RD	\$ 697.85
239166	03/07/2019	SHI INTERNATIONAL CORP	Headset for sp. ed. student	\$ 146.00
239167	03/07/2019	SHINETIME AUTO WASH	Shinetime for security vehicle 12/1-12/31/18 josh	\$ 10.00
239168	03/07/2019	SIMCO LOGISTICS, INC	TO PAY ICE CREAM INVOICES 2018	\$ 701.16
239169	03/07/2019	STACY DICKERSON	STUDENT SUPPLIES - PPL GRANT	\$ 13.66
239170	03/07/2019	STEVE SHANNON TIRE & AUTO CENTER	Open Order for Tires	\$ 18.00
239171	03/07/2019	STOTZ & FATZINGER	Office Chairs for Guidance Sec	\$ 230.02
239172	03/07/2019	STRAND POOL SUPPLY, LLP	hss strand po-replaces 2019031	\$ 430.68
			leh strand po-replaces 2019028	\$ 234.95
239173	03/07/2019	STROUDSBURG ELECTRIC MOTOR SERVICE	ese true tap	\$ 62.50
			hss motor	\$ 159.99
			HSS PUMP	\$ 365.00
			north vbelt	\$ 44.40
239174	03/07/2019	SUPER HEAT, INC.	resica boiler	\$ 2,010.82
239175	03/07/2019	SWEET, STEVENS, KATZ & WILLIAMS LLP	GRIEVANCE/ARBITRATION - LEGAL FEE	\$ 1,618.50
			Inv #117157 Sp Ed due process	\$ 3,496.00
			Inv #117925 Jan. Prof. Svc	\$ 195.00

East Stroudsburg Area School District
Date Range 2/23/19 through 3/8/19
Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
239175	03/07/2019	SWEET, STEVENS, KATZ & WILLIAMS LLP	Inv #117927 dated 2/7/19 sped.	\$ 490.00
			Inv #117929 Sp ed student issu	\$ 331.50
			Inv #117930 Sp Ed student issu	\$ 447.00
			Inv #118309 sp ed student due	\$ 565.00
			Inv. #117691 Prof. Svc. throug	\$ 1,159.80
			Inv. #117926 Sp. Ed student	\$ 799.50
			Inv. #117928 Sp Ed student iss	\$ 830.00
			Inv. 118307 Claim #227559-001	\$ 6,220.00
			Inv. 118308 Claim #228477-001	\$ 2,870.00
			LABOR MATTERS - LEGAL FEES	\$ 292.50
			SUPPORT STAFF NEGOTIATIONS - LEGAL FEE	\$ 780.00
			TERMINATION - LEGAL FEES	\$ 1,092.00
			ULP CHARGES - LEGAL FEE	\$ 156.00
239176	03/07/2019	THE AMERICAN BOTTLING CO	TO PAY INVOICES FOR 2018-2019	\$ 1,080.00
239177	03/07/2019	THE BREAST CANCER RESEARCH FOUNDATION, INC.	BUSHKILL CASUAL FOR A CAUSE DONATION 10/26/2018	\$ 164.00
239178	03/07/2019	THE SCRANTON TIMES	Advertisement for Request for	\$ 1,538.80
239179	03/07/2019	TOUCHPOINT INDUSTRIES	kiosk readers	\$ 8,800.00
			QUOTE #1604579 KIOSK UPGRADE	\$ 2,200.00
239180	03/07/2019	TRANE U.S. INC.	hss service boiler	\$ 402.00
			jm hill service pump	\$ 469.00
			resica heat exchanger	\$ 335.00
239181	03/07/2019	U.S. DEPARTMENT OF EDUCATION	Payroll Run 1 - Warrant 190307	\$ 267.49
239182	03/07/2019	UNITED WAY OF MONROE COUNTY	Payroll Run 1 - Warrant 190307	\$ 32.00
239183	03/07/2019	UNIVERSITY MUSIC SERVICE	must pay before 3/27 for \$314.85 discount We are V	\$ 1,593.00
239184	03/07/2019	US FOODS	food/supplies for HSS kitchens	\$ 433.25
			open PO for MP foods purchases	\$ 296.90
239185	03/07/2019	VALOR CLINIC FOUNDATION	BUSHKILL CASUAL FOR A CAUSE DONATION 11/30/2018	\$ 154.00
239186	03/07/2019	VINNY DS DELI	Boohoo Breakfast	\$ 299.50
239187	03/07/2019	VOYAGER SOPRIS LEARNING	50 NIFTY BOOKS	\$ 135.14
			Stop and Think	\$ 120.09
239188	03/07/2019	W.B. MASON CO., INC.	Exam gloves - custodial	\$ 197.00
			replace office chairs Old P.O. 18003015	\$ 635.00
239189	03/07/2019	WASTE MANAGEMENT OF PA, INC.	Dumpsters	\$ 715.56
239190	03/07/2019	WEIS MARKET, INC.	TO PAY INVOICES FOR 2018-2019	\$ 60.88
239191	03/07/2019	WEST MUSIC COMPANY	Tubing for for pre 1993 sopran	\$ 31.95
239192	03/07/2019	WEX BANK	DISTRICT GAS FOR DISTRICTS FLEET	\$ 2,833.57
239193	03/07/2019	WILLIAM V. MACGILL & CO.	Susan Cole - MacGill new therm	\$ 245.00
239194	03/07/2019	WOODWIND & BRASSWIND	Saxophone Supplies	\$ 92.15
239195	03/07/2019	ZESWITZ MUSIC COMPANY	Ludwig Tom (drum) holder repai	\$ 28.80
Grand Total				\$ 1,216,491.95

301

East Stroudsburg Area School District

Date Range 3/9/19 through 3/14/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
404	03/11/2019	CRAMER'S HOME CENTER	CUSTODIAL & MAINTENANCE SUPPLIES	\$ 355.25
			jtl crammers po-REPLACES 201903	\$ 434.71
405	03/11/2019	CRAMERS CASHWAY, INC.	CUSTODIAL & MAINTENANCE SUPPLIES	\$ 2,076.59
406	03/11/2019	FEDEX	DUPLICATE ORDER RETURNED	\$ 55.17
407	03/11/2019	FRIEDMAN ELECTRIC SUPPLY CO. INC.	CUSTODIAN & MAINTENANCE SUPPLIES	\$ 1,325.18
			MAINTENACE & CUSTODIAL SUPPLIES	\$ 6,511.73
408	03/11/2019	HAJOCA CORPORATION	CUSTODIAL & MAINTENANCE SUPPLIES	\$ 5,134.93
409	03/11/2019	HERSHEY LODGE	aDVANCE FOR 03/24/2019 HOTEL STAY M MORAN	\$ 152.07
			HOTEL STAY FOR M MORAN 12/09 TO 12/11	\$ 299.70
			HOTEL STY FOR T BRADLEY 12/09 TO 12/11	\$ 449.55
410	03/11/2019	NESTLE WATERS NORTH AMERICA	RESICA DRINKING WATER	\$ 308.20
411	03/11/2019	NORTHWEST TRI-COUNTY INTERMEDIATE UNIT 5	registration SAS TBradley	\$ 100.00
412	03/11/2019	PA ASSOC ELEM./SEC. SCHOOL PRINCIPALS	RENEWAL OF HEATHER PIPERATO	\$ 595.00
413	03/11/2019	PASBO	Testing Lead in drinking water webinar - S Ihle	\$ 75.00
414	03/11/2019	SHAWNEE PLAYHOUSE	Shawnee playhouse. DEC 2018 DEPOSIT	\$ 200.00
415	03/11/2019	TEAM PENNSYLVANIA FOUNDATION	REGISTRATION DATA SUMMIT 2019 CONF R. MORAN	\$ 300.00
416	03/11/2019	TECHNOLOGY STUDENT ASSOCIATION	TECHNOLOGY&STUDENT ASSC. MEMBERSHIP AND CURRICULUM	\$ 510.00
417	03/11/2019	WASTE MGMT WM EZPAY	CAFETERIA WASTE PICK UP	\$ 3,632.52
			DISTRICT WASTE PICK UP	\$ 7,442.24
418	03/11/2019	PCARD VENDOR	SUBSCRIPTION RENEWAL 2018/2019	\$ 115.00
419	03/11/2019	PETE&C REGISTRATION	ITECH - PETE & C Registrations FOR 4	\$ 680.00
420	03/11/2019	HERSHEY LODGE	SAS CONFERENCE HOTEL 12/08 TO 12/12	\$ 494.21
421	03/11/2019	PCARD VENDOR	CONFERENCE MEAL 12/8 - 12/12	\$ 55.70
422	03/11/2019	PCARD VENDOR	CONFERENCE MEAL 12/11 - 12-12	\$ 18.96
423	03/11/2019	PCARD VENDOR	SAS CONFERENCE MEALS - 12/08 - 12/12	\$ 24.14
424	03/11/2019	PASBO	ADVANCE EXCEL SKILLS TRAINING	\$ 75.00
			BASIC OF SCHOOL BUSINESS ACCOUNT TRAINING	\$ 75.00
			EXCEL BASICS TRAINING	\$ 75.00
			PASBO OFFICE STAFF TRAINING WE	\$ 75.00
			STUDENT ACTIVITY FUNDS WEBCAST	\$ 75.00
425	03/11/2019	THE WEBSTRAUNT STORE	CREDIT ON ORDER 36783809	\$ (76.11)
			ITEM # 177HPI1836 AVANTCO HPI- CABINET FOR FOOD SE	\$ 1,344.57
426	03/11/2019	TYLER BUSINESS FORMS	TYLER FORMS W2 & 1099	\$ 609.82
427	03/11/2019	WEIS MARKET, INC.	JTL FCS SUPPLIES - M DEROPERTIS	\$ 471.39
428	03/11/2019	AMERICAN RIBBON MANUFACTURERS, INC.	LEHMAN FCS SUPPLIES- A BRIGGS-REICHART	\$ 13.65
429	03/11/2019	PCARD VENDOR	LEH FCS SUPPLIES - A BRIGGS-REICHART	\$ 114.05
430	03/11/2019	SHOPRITE MONTAGUE S1	JTL FCS SUPPLIES - D MORETTO	\$ 67.82
431	03/11/2019	WALMART COMMUNITY/GEMB	JTL FCS SUPPLIES - D MORETTO	\$ 68.65
432	03/11/2019	AMAZON.COM	HS SOUTH FCS SUPPLIES - R BROTHERTON	\$ 56.88
433	03/11/2019	GIANT 6093	HS SOUTH FCS SUPPLIES - R BROTHERTON	\$ 114.72
434	03/11/2019	KMART	HS SOUTH FCS SUPPLIES - R BROTHERTON	\$ 85.83
435	03/11/2019	WEIS MARKET, INC.	HS SOUTH FCS SUPPLIES - R BROTHERTON	\$ 218.44
436	03/11/2019	MIGNOSIS SUPER FOO	HS NORTH FCS SUPPLIES - J CURRY	\$ 227.47
239196	03/14/2019	A.C. RADIO SUPPLY INC	SPEAKER RESICA	\$ 119.65
239197	03/14/2019	A.J. SMITH ELECTRIC MOTOR SERVICE	district belts	\$ 451.00
239198	03/14/2019	ABERDEEN BOURDEAU	BOURDEAU, ABERDEEN 2017 SENIOR REBATE	\$ 575.00
239199	03/14/2019	ADVANCE AUTO PARTS	BRAKE ROTORS	\$ 118.92
239200	03/14/2019	ADVANCE AUTO PARTS	ATO BLD 32V PRO	\$ 9.99
			BATTERY GOLD & CORE BATTERY	\$ 132.54
			BRAKE ROTOR RETUNED	\$ (118.92)
			FILTER OIL	\$ 71.88
			gmc van wire	\$ 42.46
			Open Order for Parts	\$ 18.36
			OPEN ORDER FOR PARTS - filter& oil	\$ 83.58
			OPEN ORDER FOR PARTS FLUID FILM & OIL	\$ 108.36
			OPEN ORDER FOR PARTS GREASE MULTI PURPOSE	\$ 18.36
			trailer connector	\$ 9.49
239201	03/14/2019	ALICIA J SHAFFER	Expense claim # 2442. RESICA BOOK TASTING	\$ 36.10
239202	03/14/2019	ALL AMERICAN SPORTS CORP.	SOUTH FRESHMAN FOOTBALL RECON/	\$ 3,057.15
239203	03/14/2019	ANGELA M BYRNE	Expense claim # 2441. FEBRUARY 2019 MILEAGE	\$ 87.41
239204	03/14/2019	ARMAND M MARTINELLI	288.4 MILES FROM SEPT 2018 TO NOV 2018	\$ 157.18
			DISTRICT XI BASKETBALL MILEAGE & TOLLS FEB & MAR	\$ 270.18
239205	03/14/2019	ASPEN PEST SERVICES, LLC	aspen mse- PEST CONTROL	\$ 64.15
			bes aspen PEST CONTROL	\$ 64.15
			ese aspen po-REPLACES 20190363	\$ 50.25

East Stroudsburg Area School District

Date Range 3/9/19 through 3/14/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
239205	03/14/2019	ASPEN PEST SERVICES, LLC	hsn aspen po-REPLACES 20190305	\$ 71.30
			hss aspen PEST CONTROL	\$ 91.40
			jm aspen PEST CONTROL	\$ 40.00
			jtl aspen PEST CONTROL	\$ 53.90
			leh aspen PEST CONTROL	\$ 61.25
			res aspen- PEST CONTROL	\$ 48.25
			sme aspen- PEST CONTROL	\$ 41.65
239206	03/14/2019	ATTAINMENT COMPANY	student need for iPad	\$ 80.00
239207	03/14/2019	B & H PHOTO-VIDEO	lights for auditorium	\$ 1,357.95
239208	03/14/2019	B NEWHART E SONS INC	sludge removal sewer plant	\$ 1,400.00
239209	03/14/2019	BACKTRACK VOCALS LLC	Backtrack JTL CONCERT 11/13/2018	\$ 450.00
			Payment for Backtrack Performa 11/13/2018	\$ 1,000.00
239210	03/14/2019	BARBARA PREVOST	2018-2019 PREVOST, BARBARA CONTRACT DRIVER	\$ 4,030.65
239211	03/14/2019	BARBARA RESCIGNO	Expense claim # 2485. FEBRUARY 2019 MILEAGE	\$ 47.68
239212	03/14/2019	BERKONE	BERKONE INV 19010612	\$ 2,158.08
239213	03/14/2019	BEST	DISTR ICT CASUAL FOR A CAUSE SCHOLARSHIP DONATION	\$ 2,483.70
239214	03/14/2019	BONNIE MCERLANE	MCERLANE, BONNIE 2017 SENIOR REBATE	\$ 575.00
239215	03/14/2019	BRIAN T KOLCUN	Expense claim # 2443. EPC PRE-SEASON TENNIS MEETIN	\$ 38.28
239216	03/14/2019	CARLEEN FINK	2018-2019 FINK, CARLEEN JANE CONTRACT DRIVER	\$ 3,258.06
239217	03/14/2019	CAROLINE AGOSTO	Expense claim # 2487. FEBRUARY 2019 MILEAGE	\$ 15.08
239218	03/14/2019	UGI ENERGY .	ESE FEB NATUAL GAS LINE	\$ 1,941.64
			HS SOUTH FEB NATUAL GAS LINE	\$ 8,077.15
			JTL FEB NATUAL GAS LINE	\$ 2,796.58
239219	03/14/2019	CHARLES W DAILEY	Expense claim # 2444. FEBRUARY 2019 MILEAGE	\$ 381.64
239220	03/14/2019	CHERYL KUTZMAN	2018-2019 KUTZMAN, CHERYL CONTRACT DRIVER	\$ 2,041.39
239221	03/14/2019	CHRISTINE DAVIS	2018-2019 CONTRACT DRIVER	\$ 2,047.37
239222	03/14/2019	CHRISTINE SCHWEPPENHEISER	Expense claim # 2475. CD FOF AP CHEMISTRY RESOURCE	\$ 129.99
239223	03/14/2019	CHRISTOPHER CORSO	Expense claim # 2478. RULES&INTERPERTATION CONF	\$ 57.19
239224	03/14/2019	CINTAS CORPORATION #101	hsn cintas UNIFORM RENTAL	\$ 304.65
239225	03/14/2019	CINTAS CORPORATION #101	bes cintas UNIFORM RENTAL	\$ 100.28
			ese cintas UNIFORM RENTAL	\$ 259.96
			GROUNDNS UNIFORM RENTAL	\$ 1,304.26
			hsn cintas UNIFORM RENTAL	\$ 643.79
			hss cintas UNIFORM RENTAL	\$ 720.00
			jm cintas UNIFORM RENTAL	\$ 156.93
			jtl cintas UNIFORM RENTAL	\$ 139.01
			jtl cintas UNIFORM RENTAL	\$ 417.03
			MAINRENANCE UNIFORM RENTAL	\$ 339.01
			MAINTENANCE UNIFORM RENTAL	\$ 1,064.37
			mse cintas UNIFORM RENTAL	\$ 135.80
			res cintas UNIFORM RENTAL	\$ 253.60
			sme cintas UNIFORM RENTAL	\$ 142.91
			TRANSPORTATION UNIFORM RENTAL	\$ 353.37
239226	03/14/2019	CLASSROOM DIRECT/SCHOOL SPECIALTY INC.	BUSHKILL OFFICE SUPPLIES	\$ 155.95
			ESE OFFICE SUPPLIES	\$ 529.42
			HS NORTH OFFICE SUPPLIES	\$ 269.46
			HS SOUTH OFFICE SUPPLIES	\$ 3,268.41
			JM HILL OFFICE SUPPLIES	\$ 321.46
			JTL OFFICE SUPPLIES	\$ 978.22
			LEHMAN OFFICE SUPPLIES	\$ 1,033.81
			MIDDLE SMITHFIELD OFFICE SUPPLIES	\$ 282.00
239227	03/14/2019	CLAUDE S. CYPHERS, INC.	jtl dock lift repair	\$ 647.16
239228	03/14/2019	CLAYTON & KATHY HEIMBACH	HEIMBACH, CLAYTON & KATHY 2017 SENIOR REBATE	\$ 575.00
239229	03/14/2019	CLEAR CHOICE GLASS AND MIRROR	OPEN ORDER FOR REPAIRS	\$ 55.00
239230	03/14/2019	CM REGENT RESOURCES	LIFE INSURANCE PAYMENT	\$ 11,766.15
239231	03/14/2019	CM REGENT RESOURCES	LONG TERM DISABILITY INSURANCE	\$ 9,002.56
239232	03/14/2019	COLONIAL INTERMEDIATE UNIT 20	C PANEPINTO- Math Symposium	\$ 55.00
			ESY 2017-2018	\$ 79,164.44
			Math Symposium Conference R. DILLIPLANE	\$ 55.00
			OPERATING EXPENSES DEC 2018	\$ 5,189.67
			TACT TWO TRAINING	\$ 900.00
239233	03/14/2019	COLONIAL INTERMEDIATE UNIT 20	SPECIAL ED PROGRAMES AND SERVICES	\$ 368,158.82
239234	03/14/2019	COLONIAL INTERMEDIATE UNIT 20	SPEACIAL ED PROGRAMS AND SERVICES	\$ 368,158.82
239235	03/14/2019	COMMONWEALTH OF PA	jtl cert of operation	\$ 73.58
			jtl elevator cert.	\$ 211.55

East Stroudsburg Area School District

Date Range 3/9/19 through 3/14/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
239236	03/14/2019	COMMONWEALTH OF PA	bushkill/leh boiler certs	\$ 523.28
239237	03/14/2019	CURRICULUM ASSOCIATES, INC.	Phonics For reading return reship fee p.o19000647	\$ 47.94
239238	03/14/2019	D'HUY ENGINEERING, INC.	Engineering services Rendered	\$ 3,003.00
239239	03/14/2019	DANIA BUEIVAS-LARRIER	TRANSPORTATION PARENT CONTRACT DRIVER	\$ 559.31
239240	03/14/2019	DEANA M OSTROSKI	Expense claim # 2446. EBR CONF AT THE COLONIAL IU	\$ 34.34
239241	03/14/2019	DEBORAH HOLMES	2018-2019 HOLMES, DEBORAH CONTRACT DRIVER	\$ 3,836.52
239242	03/14/2019	DEBORAH L. LANDI	LANDI, DEBORAH 2017 SENIOR REBATE	\$ 882.02
239243	03/14/2019	DEBRA A PADAVANO	Expense claim # 2474. POSTERS FOR MTSS CON	\$ 44.29
239244	03/14/2019	DEERE & COMPANY	john deere tractor ref#2953127	\$ 17,675.49
239245	03/14/2019	DENISE S ROGERS	Expense claim # 2445. FEBRUARY 2019 MILEAGE	\$ 225.62
239246	03/14/2019	DEZIREE SEEMAN	Expense claim # 2463. MTSS GRANT SUPPLIES	\$ 19.30
			Expense claim # 2473. MTSS GRANT SUPPLIES 02/28	\$ 19.30
239247	03/14/2019	DIANE KRUPSKI	2018-2019 KRUPSKI, DIANE CONTRACT DRIVER	\$ 3,737.30
239248	03/14/2019	DIANE M GEORGE	GEORGE, DIANE 2017 SENIOR REBATE	\$ 700.00
239249	03/14/2019	DIRECT ENERGY BUSINESS	ESE FEB NATUAL GAS	\$ 2,540.25
			HS SOUTH FEB NATUAL GAS	\$ 7,217.68
			JTL FEB NATUAL GAS	\$ 3,870.21
239250	03/14/2019	EAST STROUDSBURG UNIVERSITY	FALL 2018 TUITION REIMBURSEMENT	\$ 30,650.40
239251	03/14/2019	ECOLAB INC.	TO PAY FOR INVOICES FOR 2018-2	\$ 201.72
239252	03/14/2019	EDWARD CHRISTIAN	MILEAGE FOR THE FOOTBALL SCHOLAR BANQUET	\$ 39.67
239253	03/14/2019	EDWARD M LEBAR	Expense claim # 2447. TACT 2 TRAINING AT EASTON	\$ 31.78
239254	03/14/2019	EKON-O-PAC LLC	to pay invoices for 2018-2019	\$ 1,750.50
239255	03/14/2019	EMERGENCY SYSTEMS SERVICE COMPANY	hsn generator rental	\$ 2,240.00
			hsn generator repair	\$ 4,904.50
239256	03/14/2019	EPLUS TECHNOLOGY	PROJECTORS FOR HSS	\$ 5,541.00
			PROJECTORS FOR JTL	\$ 5,541.00
			PROJECTORS FOR NORTH	\$ 5,695.62
239257	03/14/2019	EPLUS TECHNOLOGY	PROJECTORS FOR HSN (3) -LIS (\$ 11,208.00
239258	03/14/2019	EASTERN PENN SUPPLY COMPANY	mse sloan	\$ 35.30
239259	03/14/2019	ESS NORTHEAST LLC	Billing Week Ending 2/23/19	\$ 15,834.68
			Week Ending 2/28/19	\$ 20,666.36
239260	03/14/2019	FIRST BOOK	Title I KG Reg Fair	\$ 2,201.36
239261	03/14/2019	FOREMOST PROMOTIONS	Police awards	\$ 298.25
239262	03/14/2019	FRANCOIS MARIA	Expense claim # 2481. INTERGRATED TECH TUITION	\$ 1,530.00
239263	03/14/2019	FRONTIER	FRONTIER PHONE CHARGES	\$ 555.09
239264	03/14/2019	GARAVENTA (CANADA) LTD	Storage cabinets for evac-tra	\$ 960.00
239265	03/14/2019	GARD HEYERDAHL	HEYERDAHL, GARD 2017 SENIOR REBATE	\$ 575.00
239266	03/14/2019	GEORGE CARAMELLA	2018-2019 CONTRACT DRIVER	\$ 3,164.07
239267	03/14/2019	GINA D. LABADIE	2018-2019 LABADIE, GINA CONTRACT DRIVER	\$ 3,416.40
239268	03/14/2019	GLADYS N WALKER	2018-2019 WALKER, GLADYS CONTRACT DRIVER	\$ 2,650.76
239269	03/14/2019	THE GOODYEAR TIRE & RUBBER COMPANY	Open Order for Tires	\$ 1,313.28
239270	03/14/2019	THE PROPHET CORP	PE supplies	\$ 2,750.73
			PE/Health	\$ 405.00
239271	03/14/2019	GOVERNMENT SOFTWARE SERVICES	GSS INV 9680	\$ 350.00
239272	03/14/2019	GRAINGER	file holder	\$ 49.49
239273	03/14/2019	GREGORY BOMPANE	Expense claim # 2484. BLDG MAINTENANCE TUITION	\$ 900.00
239274	03/14/2019	GREGORY GRAHAM PIANO SERVICE	Piano Tuning	\$ 95.00
239275	03/14/2019	HARRY VELEZ	VELEZ, HARRY 2017 SENIOR REBATE	\$ 700.00
239276	03/14/2019	HEATHER A PIPERATO	Expense claim # 2448. JAN & FEB 2019 MILEAGE	\$ 158.22
239277	03/14/2019	HELENE B LEBREW	LEBREW, HELENE 2017 SENIOR REBATE	\$ 1,150.00
239278	03/14/2019	HILLTOP SALES & SERVICE	NORTH ATHLETICS GATOR REPAIR F	\$ 48.07
239279	03/14/2019	HUGO & ALBERTA FRUGIEUE	FRUGIEUE, HUGO & ALBERTA 2017 SENIOR REBATE	\$ 539.62
239280	03/14/2019	IDENTIMETRICS	IDENTRIMETRICS SERVICE AGREEME	\$ 2,920.00
239281	03/14/2019	INSERVCO INSURANCE SERVICES, INC.	FEB.2019 CLAIM FEE/BILL REPRIC	\$ 1,743.66
239282	03/14/2019	INTEGRAONE	LCD back cover for damages lap	\$ 78.00
			MERAKI CAMERAS - JTL BUS GARAG	\$ 24,787.00
239283	03/14/2019	IONIE SINCLAIR	2018-2019 SINCLAIR, IONIE CONTRACT DRIVER	\$ 2,310.10
239284	03/14/2019	IRONTON GLOBAL LLC	OPEN PURCHASE ORDER IRONTON-20	\$ 1,003.27
239285	03/14/2019	IVELIZ CRUZ	Expense claim # 2483. EDUC BENEFIT REVIEW TRAINING	\$ 53.82
239286	03/14/2019	JACQUELINE DOYLE	Expense claim # 2492. RESICA BOOK TASTING	\$ 209.22
239287	03/14/2019	JAGUAR EDUCATIONAL, SOMERSET MEDIA,	Laminated Poster Every Vape Y	\$ 75.96
239288	03/14/2019	JAY F ARMITAGE	Expense claim # 2489. RIFLE LEAGUE COACH MEETING	\$ 36.66
239289	03/14/2019	JAY F ARMITAGE	PURCHASED AMMUNITION	\$ 269.85
239290	03/14/2019	JENNIFER C ROURKE	Expense claim # 2449. RESICA BOOK TASTING 02/28	\$ 13.86
			Expense claim # 2453. RESICA BOOK TASTING	\$ 71.50

East Stroudsburg Area School District

Date Range 3/9/19 through 3/14/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
239291	03/14/2019	JENNY GALUNIC	2018-2019 GALUNIC, JENNY CONTRACT DRIVER	\$ 3,310.56
239292	03/14/2019	JOEL D LOWRIS	Expense claim # 2452. EPC PRE-SEASON TENNIS MEETIN	\$ 59.04
239293	03/14/2019	JOSEPH FUCHS	2018-2019 FUCHS, JOSEPH CONTRACT DRIVER	\$ 5,083.78
239294	03/14/2019	KANE J FURST	Expense claim # 2472. TRI-FOLD BROCHER REIMBURSEME	\$ 83.99
239295	03/14/2019	KAREN L BUIS	Expense claim # 2454. FEBRUARY 2019 MILEAGE	\$ 67.86
239296	03/14/2019	KARLA J LABAR	2018-2019 LABAR, KARLA CONTRACT DRIVER	\$ 6,322.68
239297	03/14/2019	KATHARINE HOLMES	2018-2019 HOLMES, KATHARINE CONTRACT DRIVER	\$ 2,121.70
239298	03/14/2019	KRISTIN LORD	Expense claim # 2479. DIGITAL LEADER TUITION	\$ 400.00
239299	03/14/2019	LEHIGH VALLEY IRONPIGS	SWPBIS END OF YR BALANCE FOR IRON PIG GAME	\$ 754.00
239300	03/14/2019	LEOCADIO & MARIA D. SANDOZ	SANDOZ, LEOCADIO & MARIA 2017 SENIOR REBATE	\$ 1,150.00
239301	03/14/2019	LISA GERST	2018-2019 GERST, LISA CONTRACT DRIVER	\$ 3,078.01
239302	03/14/2019	LJC DISTRIBUTORS OF FULLER BRUSH	resica ice melt	\$ 514.50
239303	03/14/2019	LYNETTE M ROY	ROY, LYNETTE 2017 SENIOR REBATE	\$ 575.00
239304	03/14/2019	MANVEL PAGE	Expense claim # 2458. JANUARY 2019 MILEAGE	\$ 15.95
239305	03/14/2019	MANWALAMINK WATER COMPANY	SMITHFIELD ELEM. WATER AND SEWER	\$ 631.92
239306	03/14/2019	MARC BEST	Expense claim # 2477. RULES&INTERPERTATION CONF	\$ 57.19
239307	03/14/2019	MARIA FRASCELLA	2018-2019 FRASCELLA, MARIA CONTRACT DRIVER	\$ 2,865.46
239308	03/14/2019	MARIA GRENAEE	GRENAEE, MARIA 2017 SENIOR REBATE	\$ 575.00
239309	03/14/2019	MARILYN M POSSINGER	Expense claim # 2450. FEBRUARY 2019 MILEAGE	\$ 30.04
			Expense claim # 2451. NORTH CAF SUPPLIES	\$ 93.05
239310	03/14/2019	MARY FARRELLY	FARRELLY, MARY 2017 SENIOR REBATE	\$ 1,150.00
239311	03/14/2019	MARY OLSZEWSKI	Expense claim # 2455. JANUARY 2019 MILEAGE	\$ 152.66
			Expense claim # 2456. FEBRUARY 2019 MILEAGE	\$ 136.07
239312	03/14/2019	MATTHEW KRAUSS	Expense claim # 2459. FEBRUARY 2019 MILEAGE	\$ 49.30
239313	03/14/2019	MAUREEN SEIDEL	Expense claim # 2457. FEBRUARY 2019 MILEAGE	\$ 109.10
			Expense claim # 2460. PETE & C CONFERENCE	\$ 627.16
239314	03/14/2019	MCANDREWS LAW OFFICES, P.C.	Attorn. fees for due process I	\$ 45,000.00
239315	03/14/2019	MEIER SUPPLY CO., INC.	stock grease gun	\$ 48.53
239316	03/14/2019	MELODY SEVERUD	2018-2019 SEVERUD, MELODY CONTRACT DRIVER	\$ 3,717.09
239317	03/14/2019	MIDDLE SMITHFIELD ELEMENTARY PTO	BINGO READING GIFT CERTIFICATES & FRINDLE	\$ 170.00
239318	03/14/2019	MIGNOSIS SUPER FOO	HS NORTH FCS SUPPLIES J CURRY	\$ 11.97
239319	03/14/2019	MIGUEL DEJESUS	2018-2019 CONTRACT DRIVER	\$ 2,775.24
239320	03/14/2019	MODERN GAS SALES, INC.	PROPAIN FOR RESICA HEAT	\$ 3,486.51
239321	03/14/2019	MOTGOMERY LAW, LLC	Attorney fees for comp. ed. In	\$ 8,500.00
239322	03/14/2019	MULLEN MARKETING, LLC	TO PAY CHICKEN INVOICES FOR 2018-2019	\$ 2,834.00
239323	03/14/2019	NCS PEARSON, INC.	OLSAT BOOKS, SCORE, REPORT FEE	\$ 2,822.82
239324	03/14/2019	OFFICE DEPOT	Office Supplies	\$ 115.65
239325	03/14/2019	OFFICE TECHNOLOGY, LLC	Ink for printers RD	\$ 1,750.00
			printer toner/ink	\$ 550.00
239326	03/14/2019	OPTOMETRIC EXTENSION FOUNDATION	Sp Ed @ MSE - B. Bloom	\$ 330.00
239327	03/14/2019	ORIENTAL TRADING	12/740-Super Rolls of Stickers	\$ 252.82
239328	03/14/2019	ORIENTAL TRADING	13724448-4 INCH JUMBO SWIRL LO	\$ 188.19
239329	03/14/2019	PA DECA	DECA Registration J.Bogart/K.P	\$ 400.00
			HOUSING FOR ICDC	\$ 1,923.90
239330	03/14/2019	PA DEPT. OF TRANSPORTATION	DUPLICATE CERTIFICATE - VIN541	\$ 53.00
239331	03/14/2019	PA DEPT. OF TRANSPORTATION	DUPLICATE CERTIFICATE - VIN437	\$ 53.00
239332	03/14/2019	PA DEPT. OF TRANSPORTATION	DUPLICATE CERTIFICATE - VIN201	\$ 53.00
239333	03/14/2019	PA DEPT. OF TRANSPORTATION	DUPLICATE CERTIFICATE - VIN029	\$ 53.00
239334	03/14/2019	PA DEPT. OF TRANSPORTATION	DUPLICATE CERTIFICATE - VIN988	\$ 53.00
239335	03/14/2019	PA DEPT. OF TRANSPORTATION	DUPLICATE CERTIFICATE - VIN620	\$ 53.00
239336	03/14/2019	PAUL H SCHMID	Expense claim # 2461. FEBRUARY 2019 MILEAGE	\$ 130.15
			Expense claim # 2462. MISC CAFETERIA SUPPLIES	\$ 126.65
239337	03/14/2019	PERIPOLE BERGERALT INC.	Recorders for vocal music	\$ 518.84
239338	03/14/2019	PETROCHOICE	OPEN ORDER FOR FLUIDS	\$ 632.08
239339	03/14/2019	PETTY CASH MIDDLE SMITHFIELD	MIDDLE SMITHFIELD PETTY CASH FOR SUPPLIES	\$ 35.06
239340	03/14/2019	PHILIP ROSENAU CO., INC.	hsn rosenau po-replaces 201902	\$ 1,146.86
239341	03/14/2019	PLANK ROAD PUBLISHING	#MP-CA150-SET OF ALL 5 CANTO O	\$ 144.95
239342	03/14/2019	POOR RICHARDS PROMOS	SPRING INTO TECHNOLOGY	\$ 2,714.77
239343	03/14/2019	POSTMASTER	3 ROLLS OF STAMPS FOR RESICA	\$ 150.00
239344	03/14/2019	PROSSER LABORATORIES, INC.	hss composite sampling	\$ 236.00
			hss prosser po-replaces 201903	\$ 240.00
			jtl water test	\$ 355.00
			leh prosser po-replaces 201902	\$ 240.00
			mse water test	\$ 418.00
			north water test	\$ 1,535.00

East Stroudsburg Area School District

Date Range 3/9/19 through 3/14/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
239344	03/14/2019	PROSSER LABORATORIES, INC.	north bus garage water test	\$ 68.00
			north campus effluent test	\$ 402.00
			north effluent	\$ 744.00
			north water test	\$ 355.00
			resica water test	\$ 320.00
239345	03/14/2019	QUILL CORPORATION	Date Stamp, Self-Inking handling fee p.o.#19002766	\$ 7.99
			electric 3hole punch-hi-liters	\$ 226.56
			NORTH ATHLETIC OFFICE	\$ 735.96
			paper cutter-pens-legal pads	\$ 98.97
			printer toner for student prin	\$ 347.38
239346	03/14/2019	RAND WHIPPLE	Title 1 Rand Whipple Box of LIGHTS	\$ 685.00
239347	03/14/2019	REINHART FOOD SERVICE	Gloves	\$ 20.48
239348	03/14/2019	ROSEMARY A GROSS	GROSS, ROSEMARY 2017 SENIOR REBATE	\$ 575.00
239349	03/14/2019	RYAN DELONG	Expense claim # 2490. HS NORTH SCIENCE	\$ 47.75
239350	03/14/2019	RYAN MORAN	Expense claim # 2476. FEBRUARY 2019 MILEAGE	\$ 211.99
239351	03/14/2019	SALVATORE & GRAZIELLA SANTORO	SANTORO, SALVATORE & GRAZIELLA 2017 SENIOR REBATE	\$ 575.00
239352	03/14/2019	SCHOOL OUTFITTERS	Sp. Ed. classroom supplies for	\$ 3,146.20
239353	03/14/2019	SCHUYLKILL VALLEY SPORTING GOODS	SOUTH SOFTBALL UNIFORMS	\$ 2,520.00
239354	03/14/2019	SHANNON KLEIN & JOHN DIMITRION	DIMITRION, JOHN & SHANNON KLEIN 2017 SENIOR REBATE	\$ 575.00
239355	03/14/2019	SHAWN A WESCOTT	Expense claim # 2464. PETE & C CONFERENCE	\$ 699.82
			Expense claim # 2468. FEBRUARY 2019 MILEAGE	\$ 27.43
239356	03/14/2019	SHI INTERNATIONAL CORP	1 year license Speak 1 english software 19003134	\$ 281.00
			headphones	\$ 26,250.00
239357	03/14/2019	SHOP SPECIALTIES, INC.	wood lab service	\$ 588.35
239358	03/14/2019	SIGNAL SERVICE, INC.	hss signal repair	\$ 2,034.25
239359	03/14/2019	STEPHEN LASTRA	2018-2019 LASTRA, STEPHEN CONTRACT DRIVER	\$ 2,955.68
239360	03/14/2019	STEPHEN ZALL	Expense claim # 2465. PASPA 33RD ANNUAL CONF	\$ 339.10
			Expense claim # 2491. COF REGISTRATION FEE	\$ 400.00
239361	03/14/2019	STEVE SHANNON TIRE & AUTO CENTER	Open Order for Tires	\$ 134.00
239362	03/14/2019	STRAND POOL SUPPLY, LLP	leh strand po-replaces 2019028	\$ 621.00
239363	03/14/2019	STROUDSBURG ELECTRIC MOTOR SERVICE	north v-belts	\$ 197.27
239364	03/14/2019	SUNTEX INTERNATIONAL, INC.	Gifted Program-Math 24	\$ 67.85
239365	03/14/2019	SUPER HEAT, INC.	bushkill boiler	\$ 5,535.00
			hss boiler	\$ 1,344.94
			jtl boiler	\$ 1,238.02
			north boiler	\$ 2,221.48
			resica boiler	\$ 180.00
239366	03/14/2019	SUSAN C WOLFF	Expense claim # 2467. MAR 28TH & FEB 27TH MILEAGE	\$ 14.74
239367	03/14/2019	SUSAN HARRIS	Expense claim # 2482. WRT WEL GOOD WRT EDU TUITION	\$ 381.65
239368	03/14/2019	SUSAN M VITULLI	Expense claim # 2469. GENERAL MEDICAL	\$ 25.00
239369	03/14/2019	SWEET, STEVENS, KATZ & WILLIAMS LLP	GRIEVANCE/ARBITRATION LEGAL FEE	\$ 744.02
			LABOR MATTERS LEGAL FEE	\$ 780.00
			Professional Services through TERMINATION	\$ 1,950.00
			Professional Services through ULP CHARGES	\$ 175.50
			SUPPORT STAFF NEGOTIATIONS LEGAL FEE	\$ 2,866.50
239370	03/14/2019	TAIWO AFOLABI	2018-2019 CONTRACT DRIVER	\$ 2,736.63
239371	03/14/2019	TAMARA CYKOSKY	Expense claim # 2488. FEBRUARY 2019 MILEAGE	\$ 68.73
239372	03/14/2019	THE SHAWNEE PLAYHOUSE	Shawnee Playhouse- School hous performance 5/8/19	\$ 500.00
239373	03/14/2019	THERAPY SHOPPE INC	Classroom equip. for Sp. Ed at	\$ 712.54
239374	03/14/2019	TINA M FALBO	Expense claim # 2486. FEBRUARY 2019 MILEAGE	\$ 24.88
239375	03/14/2019	TOUCHPOINT INDUSTRIES	Rebuild Pro-SmartClock	\$ 490.00
239376	03/14/2019	TRANE U.S. INC.	hss dyna view display	\$ 3,599.00
			hss service damper acutator	\$ 2,355.32
			jm hill hvac	\$ 1,356.62
			mse service hvac	\$ 1,221.50
			resica hvac	\$ 322.50
			sme replace clear language dis	\$ 3,164.00
239377	03/14/2019	TREETOP PUBLISHING, INC	Gifted program/classroom suppl	\$ 272.97
239378	03/14/2019	US FOODS	food/supplies for HSS kitchens	\$ 321.14
239379	03/14/2019	VEX ROBOTICS INC	Vex Robotics	\$ 56.50
239380	03/14/2019	WAYNE E CARSON	Expense claim # 2470. PA EDUCATIONAL TECH CONF	\$ 346.08
239381	03/14/2019	WILLIAM RIKER	Expense claim # 2471. FEBRUARY 2019 MILEAGE	\$ 208.10
239382	03/14/2019	ZBIGNIEW & GRAZYNA PARYZKI	PARYZKI, ZBIGNIEW & GRAZYNA 2017 SENIOR REBATE	\$ 1,150.00
239383	03/14/2019	ZESWITZ MUSIC COMPANY	French Horn Repair	\$ 216.00
			Instrument Repairs 6/26/18	\$ 187.20

East Stroudsburg Area School District

Date Range 3/9/19 through 3/14/19

Listing of Bills

Check Number	Date	Vendor Name	Invoice Description	Check Amount
239383	03/14/2019	ZESWITZ MUSIC COMPANY	Instrument Repairs 6/26/2018	\$ 57.60
			Instrument Repairs 6/27/18	\$ 72.00
			Instrument Repairs- 6/27/18	\$ 144.00
			Instrument Repairs 81319	\$ 93.60
			old invoice 6/22/18 yamaha FR Horn Ser#6946	\$ 93.60
Grand Total				\$ 1,336,404.01

301 F

FEBRUARY 2019 WIRE PAYMENTS

Payroll	\$ 3,257,532.08
Accounts Payable - Benefits	\$ 1,820,589.35
Flex Spending Accounts TASC	\$ 15,223.96
Payments to Inservco Insurance for Workers' Comp	\$ 17,458.02
Procurement Card	\$ 30,112.91
EBTEP	\$ 1,742,365.30
1996 VRLP \$7M Principal , Interest, Annual Trust Fee	\$ 503,077.26
NEOPOST POSTAGE	\$ 3,500.00
2014A GOB CCD	\$ 124,521.25
2014AA GOB CCD	\$ 82,570.00
2015 GOB CCD	\$ 107,735.00
2016 GOB CCD	\$ 101,076.25
2016A GOB CCD	\$ 60,962.50
2017 GOB CCD	\$ 104,081.25
2017A GOB CCD	\$ 34,825.00
2017AA GOB CCD	\$ 1,538,237.50
2017AAA GOB CCD	\$ 290,945.00
East Stroudsburg QSCB 2010A CCD	\$ 30,368.43
East Stroudsburg QZAB 2011D CCD	\$ 13,431.88

\$ 9,878,612.94

03/12/2019 13:20
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YEAR-TO-DATE BUDGET REPORT

FEBRUARY 2019

1
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FOR 2019 08

ACCOUNTS FOR: 10	General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1110 Regular		54,479,846	54,269,353	27,715,302.60	4,774,709.64	88,327.40	26,465,722.94	51.2%
1190 Federal		1,927,143	1,927,143	1,228,536.19	185,234.05	5,211.25	693,395.56	64.0%
1192 Summer Program		6,000	6,000	149,283.83	.00	.00	-143,283.83	2488.1%
1200 Special		3,225	3,225	138,351.92	38.24	10,726.18	-145,853.10	4622.6%
1211 LifeSkillsSupp		2,067,492	2,067,492	1,273,659.35	183,352.79	24,853.38	768,979.27	62.8%
1221 Deaf/Hearing		202,918	202,918	93,654.36	.00	.00	109,263.64	46.2%
1224 Blind/Visually		168,159	168,159	73,052.25	2,538.73	.00	95,106.75	43.4%
1225 SpeechLang		1,113,461	1,113,461	507,899.60	27,093.29	184.80	605,376.60	45.6%
1231 EntSupp		3,430,669	3,438,632	1,901,486.27	231,233.15	23,564.19	1,513,581.54	56.0%
1233 AutisticSupp		1,139,974	1,139,974	566,935.58	15,894.78	.00	573,038.42	49.7%
1241 LearningSupp		12,575,614	12,567,651	6,370,464.68	957,801.61	30,384.67	6,166,801.65	50.9%
1243 GiftedSupp		427,212	427,212	181,700.11	34,118.96	526.09	244,985.80	42.7%
1260 PhysicalSupp		498,772	498,772	231,013.48	.00	.00	267,758.52	46.3%
1270 Handicap		482,995	482,995	222,038.90	41.00	.00	260,956.10	46.0%
1281 UNDEFINED		7,000	7,000	3,690.75	3,690.75	.00	3,309.25	52.5%
1290 OSPECProg		2,162,000	2,162,000	984,449.71	637,070.09	.00	1,177,550.29	45.7%
1360 BusinessEd		908,980	907,588	355,453.89	61,782.19	.00	552,134.11	39.2%
1390 OthVoEdProg		1,882,758	1,882,758	1,405,959.78	337,324.84	719,716.68	-242,918.46	112.9%
1410 Drivers'Ed		280,017	280,017	101,484.15	16,868.87	.00	178,532.85	36.2%
1420 SummerProg		0	0	10,137.10	.00	.00	-10,137.10	100.0%
1430 Homebound Instruction		31,723	31,723	8,214.32	3,765.26	.00	23,508.68	25.9%
1441 Adjudicated Court Place		115,000	115,000	45,302.64	25,180.44	.00	69,697.36	39.4%
1442 Alt Edu Program		1,080,000	1,080,000	510,245.52	37,683.75	.00	569,754.48	47.2%
1500 Nonpublic School Prog		39,672	39,672	.00	.00	41,766.00	-2,094.00	105.3%
1801 Pre-K Instruction		4,600	4,600	27,810.31	.00	.00	-23,210.31	604.6%
2111 Dir of Pupil Svc		369,371	369,371	203,188.11	23,890.80	57.03	166,125.86	55.0%
2119 SpvStuServOther		450,515	450,515	249,252.13	27,261.02	4,466.52	196,796.35	56.3%
2120 Guidance		3,098,383	3,099,673	1,743,188.70	231,483.87	1,354.51	1,355,129.80	56.3%
2144 Psychotherapy Service		870,997	870,997	416,146.33	10,294.24	.00	454,850.67	47.8%
2160 Social Work Services		193,696	193,696	133,789.08	16,525.04	.00	59,906.92	69.1%
2170 Student Acct Services		494,448	494,448	316,989.55	40,908.92	185.00	177,273.45	64.1%
2190 Oth Pupil Per		220,533	220,533	168,883.78	101,631.44	.00	51,649.22	76.6%
2250 Library		1,453,693	1,453,693	797,924.12	127,896.05	25,834.24	629,935.11	56.7%
2260 Instr&CurrDev		850,796	849,937	508,830.10	66,178.23	672.00	340,434.87	59.9%
2271 StaffDevCert		266,408	416,973	183,290.67	12,628.58	2,545.00	231,137.47	44.6%
2280 NonPublicSuppService		360	360	.00	.00	604.00	-244.00	167.8%
2290 OthInstrStaffSvc		12,449	12,449	-170.00	.00	.00	12,619.00	-1.4%
2310 BoardSvc		133,682	133,947	116,602.09	4,183.27	7,028.75	10,316.16	92.3%
2330 TaxAssess&Collect		366,127	366,127	462,291.50	346,402.69	4,377.38	-100,541.88	127.5%
2350 Legal Services		195,000	215,000	200,649.37	52,346.05	9,497.00	4,853.63	97.7%
2360 Office Superintendent		995,508	995,632	636,354.45	79,120.41	1,234.58	358,043.10	64.0%
2380 Principal		5,206,792	5,225,314	3,299,576.60	407,851.87	5,394.34	1,920,343.18	63.2%
2390 Other Admin Svs		31,300	31,300	11,382.23	2,055.87	.00	19,917.77	36.4%
2420 MedicalSvs		1,604,806	1,601,676	817,871.65	120,549.84	23,593.30	760,211.05	52.5%

03/12/2019 13:20
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East Stroudsburg Area SD, PA
YEAR-TO-DATE BUDGET REPORT

FEBRUARY 2019

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FOR 2019 08

ACCOUNTS FOR:		ORIGINAL	REVISED	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
10	General Fund	APPROP	BUDGET				BUDGET	USED
2430	DentalSvs	128,570	128,570	82,238.60	10,626.45	57.48	46,273.92	64.0%
2440	NursingSvs	0	0	6,942.20	6,942.20	.00	-6,942.20	100.0%
2450	NonpubHlthSvs	73,933	73,933	37,167.98	5,441.75	.00	36,765.02	50.3%
2490	Other Health Service	106,583	106,583	67,456.63	8,411.90	.00	39,126.37	63.3%
2511	Supervisor Of Fiscal	228,983	228,983	190,769.73	13,375.64	.00	38,213.27	83.3%
2514	Payroll Services	231,190	231,190	154,370.21	19,516.43	.00	76,819.79	66.8%
2515	Financial Acct Service	1,007,206	1,007,206	676,678.69	163,557.41	10,386.08	320,141.23	68.2%
2611	Supervision-Op/Maint	147,677	147,677	92,177.42	11,526.20	.00	55,499.58	62.4%
2620	OperBldg	11,064,618	11,065,118	6,737,280.59	971,574.59	192,763.38	4,135,073.75	62.6%
2630	Grounds	272,000	272,000	172,083.32	91,230.98	-2,098.25	102,014.93	62.5%
2660	Security	2,888,518	2,885,193	1,628,773.62	271,918.03	2,828.24	1,253,590.78	56.6%
2711	Adm-Trans -Head	147,623	147,623	93,078.33	11,595.40	.00	54,544.67	63.1%
2719	Svp-Trans -Other	398,215	398,215	266,842.55	33,390.78	.00	131,372.45	67.0%
2720	Vehicle Operation Svc	11,195,558	11,203,558	8,597,107.73	595,189.36	485,827.04	2,120,623.23	81.1%
2740	VehicleSvc&Maint	383,928	375,928	250,399.21	29,933.91	533.40	124,995.39	66.8%
2750	Nonpublic Trans	420,043	420,043	279,094.47	42,188.45	.00	140,948.53	66.4%
2790	Other Student Trans	1,500	1,500	.00	.00	.00	1,500.00	.0%
2831	SPV of Staff Services HR	192,310	192,310	118,654.82	14,854.92	.00	73,655.18	61.7%
2833	StaffAccServ	342,273	342,273	247,195.40	24,751.35	-37,599.33	132,676.93	61.2%
2834	SDevNonInstCert	35,465	59,522	13,245.72	517.01	2,304.00	43,972.67	26.1%
2836	SDevNonInstCert	26,175	39,500	26,509.28	300.00	3,423.00	9,568.08	75.8%
2840	DataProcess	207,876	207,876	204,150.83	298.49	154.52	3,570.65	98.3%
2841	Supervisor Itec	179,801	179,801	111,904.84	13,999.62	.00	67,896.16	62.2%
2844	OperationSvcs	3,784,381	3,800,789	1,294,732.74	114,050.64	-150,706.75	2,656,762.60	30.1%
2850	Liaison Svcs	75,374	75,374	88,449.03	10,168.08	.00	-13,075.03	117.3%
2910	UNDEFINED	45,000	45,000	127,378.67	.00	.00	-82,378.67	283.1%
3210	StudentActivity	280,693	273,028	262,469.15	24,614.08	3,313.08	7,245.44	97.3%
3250	Athletics	1,851,759	1,854,459	1,326,367.19	243,845.36	28,714.61	499,377.20	73.1%
3310	CommRecreation	78,666	78,666	86,035.96	8,474.60	6,716.47	-14,086.43	117.5%
5110	Debt Service	17,251,464	17,250,571	14,564,099.67	501,147.26	43,009.89	2,643,461.69	84.7%
5130	Refund Prior Yr Rev	550,000	550,000	489,512.57	.00	.00	60,487.43	89.0%
5800	Suspense Account	0	0	-1,517,475.06	-1,758,753.53	.00	1,517,475.06	100.0%
5900	Budgetary Reserve	350,000	330,000	.00	.00	.00	330,000.00	.0%
6111	Current Real Estate Tax	-88,828,692	-88,828,692	-87,058,682.35	-22,926.88	.00	-1,770,009.65	98.0%
6112	Interim Real Estate Tax	-130,000	-130,000	-62,111.46	.00	.00	-67,888.54	47.8%
6113	Public Utility Realty	-125,000	-125,000	-102,883.13	.00	.00	-22,116.87	82.3%
6114	Pay In Lieu -St/Local	-80,000	-80,000	-70,670.73	.00	.00	-9,329.27	88.3%
6143	Local Service Tax - LST	-80,000	-80,000	-46,888.57	-8,971.47	.00	-33,111.43	58.6%
6151	Current Act 511 EIT	-3,800,000	-3,800,000	-2,358,357.05	-622,749.06	.00	-1,441,642.95	62.1%
6153	Curr Act 511 Real Est	-900,000	-900,000	-580,645.32	-58,220.48	.00	-319,354.68	64.5%
6411	Delinquent Real Estate	-8,500,000	-8,500,000	-3,916,190.80	20.00	.00	-4,583,809.20	46.1%
6510	Interest on Invest	-150,000	-150,000	-911,139.80	-130,740.27	.00	761,139.80	607.4%
6710	Admissions	-35,000	-35,000	-26,935.22	-382.00	.00	-8,064.78	77.0%
6740	Fees	0	0	-1,554.12	.00	.00	1,554.12	100.0%

304

03/12/2019 13:20
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East Stroudsburg Area SD, PA
YEAR-TO-DATE BUDGET REPORT

FEBRUARY 2019

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FOR 2019 08

ACCOUNTS FOR: 10 General Fund	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6832 Federal Idea Revenue	-1,060,543	-1,060,543	-447,684.66	.00	.00	-612,858.34	42.2%
6910 Rentals	-100,000	-100,000	-44,063.62	-4,171.35	.00	-55,936.38	44.1%
6941 Regular Sch Tuition	-15,000	-15,000	2,078.04	.00	.00	-17,078.04	-13.9%
6942 Summer School Tuition	-12,000	-12,000	-15,355.00	.00	.00	3,355.00	128.0%
6944 Tuition from Other Lea	-8,500	-8,500	-40.89	.00	.00	-8,459.11	.5%
6961 Transportation Serv	0	0	-292.02	.00	.00	292.02	100.0%
6990 MiscRevenue	-100,000	-100,000	-9.12	.00	.00	-99,990.88	.0%
6991 RefundPriorYrReceipt	-20,000	-20,000	-1,840.62	-109.75	.00	-18,159.38	9.2%
6999 Other Revenues Misc	0	0	-73,242.97	-36,195.82	.00	73,242.97	100.0%
7110 Basic Education	-15,676,499	-15,676,499	-9,573,514.33	-2,393,352.00	.00	-6,102,984.67	61.1%
7160 Tuition Orphans & Child	-750,000	-750,000	.00	.00	.00	-750,000.00	.0%
7240 Driver Ed-Student	-13,250	-13,250	-12,670.00	.00	.00	-580.00	95.6%
7271 Special Ed School Aged	-4,109,882	-4,109,882	-2,578,642.00	.00	.00	-1,531,240.00	62.7%
7299 Misc SpecEd Programs	0	0	-2,886.23	.00	.00	2,886.23	100.0%
7311 Pupil Transportation Subsidy	-2,900,000	-2,900,000	-1,347,694.69	.00	.00	-1,552,305.31	46.5%
7312 NonPublic&CharterTransp	0	0	-53,900.00	.00	.00	53,900.00	100.0%
7320 Rent & Sink Fund Pymt	-1,125,000	-1,125,000	-607,062.84	.00	.00	-517,937.16	54.0%
7330 Health Services/ Act 25	-145,000	-145,000	.00	.00	.00	-145,000.00	.0%
7340 State Prop Tax Reduction Allo	-4,347,613	-4,347,613	-4,913,505.40	.00	.00	565,892.40	113.0%
7361 School Safety & Security Gran	0	0	-25,000.00	.00	.00	25,000.00	100.0%
7505 Ready To Learn Grant	-1,248,758	-1,248,758	-1,248,758.00	.00	.00	-318,168.61	87.4%
7810 State Share Ss & Med	-2,534,439	-2,534,439	-2,216,270.39	.00	.00	-5,375,084.94	52.2%
7820 State Share Retire Cont	-11,237,150	-11,237,150	-5,862,065.06	.00	.00	-5,375,084.94	52.2%
8110 Payments Fed Impacted	-625,000	-625,000	-562,915.57	.00	.00	-62,084.43	90.1%
8514 NCLB-Title I	-2,010,509	-2,010,509	-1,261,619.45	-310,299.72	.00	-748,889.55	62.8%
8515 NCLB-Title II	-293,016	-293,016	-242,088.48	-22,391.07	.00	-50,927.52	82.6%
8516 NCLB-Title III	-26,077	-26,077	-23,440.16	.00	.00	-2,636.84	89.9%
8517 NCLB-Title IV	0	0	-80,229.40	.00	.00	80,229.40	100.0%
8540 Nutrition Ed & Training	0	0	-684.00	.00	.00	684.00	100.0%
8732 Arra-Oscbs	-54,900	-54,900	-27,532.99	.00	.00	-27,367.01	50.2%
8733 UNDEFINED	-25,100	-25,100	-12,603.75	.00	.00	-12,496.25	50.2%
8810 Med Assist Reimb Access	-800,000	-800,000	.00	.00	.00	-800,000.00	.0%
8820 Med Assi Reimb Trans	-80,000	-80,000	-36,656.61	-15,956.47	.00	-43,343.39	45.8%
9210 Capital Lease Equipment	-1,830,365	-1,830,365	.00	.00	.00	-1,830,365.00	.0%
9400 Sale Of Fixed Assets	-1,258,050	-1,258,050	-2,363,649.94	-7,383.60	.00	1,105,599.94	187.9%
TOTAL General Fund	762,132	762,132	-37,622,038.86	6,252,055.76	1,621,731.15	36,762,440.11	-4723.6%
TOTAL REVENUES	-155,035,343	-155,035,343	-128,769,898.70	-4,439,262.22	.00	-26,265,444.30	
TOTAL EXPENSES	155,797,475	155,797,475	91,147,859.84	10,691,317.98	1,621,731.15	63,027,884.41	

03/12/2019 13:20
sonya-burch

East Stroudsburg Area SD, PA
YEAR-TO-DATE BUDGET REPORT

FEBRUARY 2019

P 4
glytdbud

FOR 2019 08

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	762,132	762,132	-37,622,038.86	6,252,055.76	1,621,731.15	36,762,440.11	-4723.6%
** END OF REPORT - Generated by Sonya Burch **							

306

**EAST STROUDSBURG AREA SCHOOL DISTRICT
TREASURER'S REPORT AS OF FEBRUARY 28, 2019**

ESSA TREASURY OPERATING ACCOUNT - ALL FUNDS

2/1/19 Balance	\$ 32,712,685.53
Receipts	\$ 5,389,412.37
Interest/Dividends	\$ 17,857.39
Disbursements	\$ (12,108,965.01)
2/28/19 Balance	\$ 26,010,990.28

PLGIT - GENERAL FUND

2/1/19 Balance	\$ 11,949,691.10
Receipts	\$ 621,839.83
Interest/Dividends	\$ 20,244.61
Disbursements	\$ (503,077.26)
2/28/19 Balance	\$ 12,088,698.28

PSDLAF - GENERAL FUND

2/1/19 Balance	\$ 51,089,217.90
Receipts	\$ 16,736,156.55
Interest/Dividends	\$ 92,484.35
Disbursements	\$ (17,985,112.91)
2/28/19 Balance	\$ 49,932,745.89

ESSA WORKERS COMP SELF INS - GENERAL FUND

2/1/19 Balance	\$ 201,076.54
Receipts	
Interest/Dividends	\$ 123.40
Disbursements	
2/28/19 Balance	\$ 201,199.94

ESSA PAYPAL - GENERAL FUND

2/1/19 Balance	\$ 12,614.80
Receipts	
Interest/Dividends	\$ 7.16
Disbursements	\$ (8,783.18)
2/28/19 Balance	\$ 3,838.78

ESSA FERNWOOD ESCROW - GENERAL FUND

2/1/19 Balance	\$ 38,062.24
Receipts	
Interest/Dividends	\$ 23.36
Disbursements	
2/28/19 Balance	\$ 38,085.60

ESSA - CAFETERIA FUND

2/1/19 Balance	\$ 765,054.94
Receipts	\$ 38,418.49
Interest/Dividends	\$ 424.82
Disbursements	\$ (306,050.80)
2/28/19 Balance	\$ 497,847.45

PLGIT - CAFETERIA FUND

2/1/19 Balance	\$ 40,716.70
Receipts	
Interest/Dividends	\$ 69.90
Disbursements	
2/28/19 Balance	\$ 40,786.60

PLGIT - CAPITAL RESERVE FUND

2/1/19 Balance	\$ 23,672,386.69
Receipts	
Interest/Dividends	\$ 40,639.57
Disbursements	
2/28/19 Balance	\$ 23,713,026.26

ESSA - CONCESSION STAND

2/1/19 Balance	\$ 27,554.44
Receipts	
Interest/Dividends	\$ 16.91
Disbursements	
2/28/19 Balance	\$ 27,571.35

ESSA - EXPENDABLE TRUST

2/1/19 Balance	\$ 31,439.73
Receipts	
Interest/Dividends	\$ 19.29
Disbursements	
2/28/19 Balance	\$ 31,459.02

ESSA - NON-EXPENDABLE TRUST

2/1/19 Balance	\$ 18,512.37
Receipts	
Interest/Dividends	\$ 11.36
Disbursements	
2/28/19 Balance	\$ 18,523.73

ESSA - SPECIAL ACTIVITY

2/1/19 Balance	\$ 238,791.90
Receipts	\$ 1,479.00
Interest/Dividends	\$ 146.61
Disbursements	
2/28/19 Balance	\$ 240,417.51

ESSA CD INVESTMENT - SPECIAL ACTIVITY

2/1/19 Balance	\$ 40,473.87
Receipts	
Interest/Dividends	
Disbursements	
2/28/19 Balance	\$ 40,473.87

ESSA - STUDENT ACTIVITY

2/1/19 Balance	\$ 73,872.34
Receipts	
Interest/Dividends	\$ 45.34
Disbursements	
2/28/19 Balance	\$ 73,917.68

Balance Sheet Report for 2019 Period 8



Account Number	Description	Period Net Change	Account Balance
10 General Fund			
Assets			
10-0000-010-000-00-000-000-000-0000-	AP Cash - GENERAL FUND		106,984,427.30
10-0101-020-000-00-000-000-000-0001-	Cash ESSA General Fund	(7,929,604.16)	16,268,000.78
10-0103-020-000-00-000-000-000-0000-	Cash Petty Cash	0.00	8,844,489.52
10-0111-011-000-00-000-000-000-0003-	Investment PLGIT	0.00	2,800.00
10-0111-011-000-00-000-000-000-0009-	Investment Liquid Asset PSDLAF	139,007.18	12,088,698.28
10-0121-012-000-00-000-000-000-0013-	Delinquent Taxes Receivable	3,843,527.99	54,932,745.89
10-0121-012-000-00-000-000-000-0014-	Delinquent Taxes Interim	0.00	14,076,396.37
10-0121-012-000-00-000-000-000-0015-	Taxes Receivable Tax Claim Dif	0.00	99,375.51
10-0132-013-000-00-000-000-000-0050-	Due to/from Fund 50	0.00	(2,300,873.77)
10-0142-014-000-00-000-000-000-0023-	State Subsidies Receivable	0.00	1,121.36
10-0154-015-000-00-000-000-000-0027-	Allowance Uncollected Recievab	0.00	2,509,741.17
10-0155-015-000-00-000-000-000-0034-	Due from Employees	0.00	(17,620.58)
10-0155-015-000-00-000-000-000-0035-	Due from Use of Facility	(494.00)	104,074.83
10-0155-015-000-00-000-000-000-0036-	Due from Students & Misc	(27.63)	2,011.49
10-0181-018-000-00-000-000-000-0041-	Prepaid Expenses Arbitray	592.86	67,446.55
10-0101-020-000-00-000-000-000-0019-	Cash ESSA PayPal	0.00	54,112.40
10-0101-020-000-00-000-000-000-0025-	Cash ESSA W/C Escrow	7.16	12,621.96
10-0101-020-000-00-000-000-000-0028-	Cash ESSA Fernwood Escrow	123.40	201,199.94
		23.36	38,085.60
Liabilities		Total Liabilities	(22,203,092.38)
10-0000-042-000-00-000-000-000-0000-	Accounts Payable	(614,080.99)	(553,922.00)
10-0421-039-000-00-000-000-000-0043-	Account Payable CDL class	0.00	(13,380.00)
10-0421-039-000-00-000-000-000-0044-	Account Payable Donation	(1,904.12)	(5,981.30)
10-0421-039-000-00-000-000-000-0046-	Account Payable Cyber Reg	0.00	(11,001.63)
10-0421-039-000-00-000-000-000-0047-	Account Payable Cyber SpEd	0.00	(70,337.61)
10-0462-046-000-00-000-000-000-0082-	Federal Withholding	0.00	500.71

Balance Sheet Report for 2019 Period 8



Account Number	Description	Period Net Change	Account Balance
10 General Fund			
10-0462-046-000-00-000-000-00086-	PA State Withholding	(6.15)	0.00
10-0462-046-000-00-000-000-00087-	PA Unemployment WH	(2,975.17)	(6,066.91)
10-0462-046-000-00-000-000-00089-	EIT WH	(52,341.67)	(104,634.94)
10-0462-046-000-00-000-000-00090-	OPT WH	(3,272.00)	(11,520.56)
10-0462-046-000-00-000-000-00091-	Retirement Employee	(7,881.09)	(369,850.66)
10-0462-046-000-00-000-000-00092-	Retirement Special Deductions	469.40	(306.35)
10-0462-046-000-00-000-000-00093-	Retirement Employer	(1,645,346.78)	(9,010,862.55)
10-0462-046-000-00-000-000-0110-	School Service Person Dues	0.00	(16.57)
10-0480-048-000-00-000-000-0121-	Delinquent Tax Equity	0.00	(11,775,522.60)
10-0480-048-000-00-000-000-0122-	Deferred Revenues Current Tax	0.00	(97,147.96)
10-0493-049-000-00-000-000-0000-	Retiree Health Insurance	(26,556.45)	(10,191.15)
10-0499-049-000-00-000-000-0143-	Compensatory Ed 134245	75.00	(20,975.06)
10-0499-049-000-00-000-000-0144-	Compensatory Ed 123021	0.00	(31,254.63)
10-0499-049-000-00-000-000-0145-	Compensatory Ed 131278	0.00	(14,095.02)
10-0499-049-000-00-000-000-0146-	Compensatory Ed 136427	0.00	(560.00)
10-0499-049-000-00-000-000-0148-	Compensatory Ed 132787	0.00	(12,851.67)
10-0499-049-000-00-000-000-0149-	Compensatory Ed 135934	0.00	(27,500.00)
10-0499-049-000-00-000-000-0152-	Compensatory Ed 133721	0.00	(12,914.04)
10-0462-046-000-00-000-000-0117-	Life Insurance Payable	0.00	(9,339.02)
10-0499-049-000-00-000-000-0153-	Compensatory Ed 133807	0.00	(3,460.00)
10-0462-046-010-00-000-000-0106-	FSA-Dependent Care Acct ADM	(384.60)	(378.27)
10-0462-046-011-00-000-000-0106-	FSA-Dependent Care Acct PROF	(2,589.72)	1,317.89
10-0462-046-012-00-000-000-0106-	FSA-Dependent Care Acct S-10	(137.98)	(177.99)
10-0462-046-013-00-000-000-0106-	FSA-Dependent Care Acct S-12	(38.46)	(38.46)
10-0462-046-014-00-000-000-0106-	FSA-Flexible Spending Acct ADM	(1,699.90)	(1,197.20)
10-0462-046-015-00-000-000-0106-	FSA-Flexible Spending Acct PRO	(7,893.68)	(7,843.52)
10-0462-046-016-00-000-000-0106-	FSA-Flexible Spending Acct S10	(2,118.00)	(2,117.99)

Balance Sheet Report for 2019 Period 8



Account Number	Description	Period Net Change	Account Balance
10 General Fund			
10-0462-046-017-00-000-000-000-0106-	FSA-Flexible Spending Acct S12	(677.62)	341.93
10-0499-049-000-00-000-000-000-0154-	Compensatory Ed 130273	0.00	(20,000.00)
10-0421-039-000-00-000-000-000-0048-	Account Payable -ESS	64,148.06	192.75
Fund Balance	Total Fund Balance	6,252,055.76	(84,781,334.92)
10-0000-031-000-00-000-000-000-0000-	Estimated Revenues	0.00	155,035,343.00
10-0000-032-000-00-000-000-000-0000-	Revenue Control	(4,439,262.22)	(128,804,845.35)
10-0000-061-000-00-000-000-000-0000-	Appropriations Control	0.00	(155,797,475.40)
10-0000-062-000-00-000-000-000-0000-	Expend Control	10,691,317.98	91,147,859.84
10-0000-063-000-00-000-000-000-0000-	Encumbrance Control	(1,911,727.39)	1,621,816.76
10-0000-078-000-00-000-000-000-0000-	Budgetary Fund Bal Unreserved	0.00	762,132.40
10-0000-086-000-00-000-000-000-0000-	Budgetary Fund Bal Reserved fo	1,911,727.39	(1,621,816.76)
10-0810-082-000-00-000-000-000-0000-	Fund Balance-NonspendablePrePd	0.00	(134,586.00)
10-0830-082-000-00-000-000-000-0161-	Fund Balance -PSERS	0.00	(18,545,532.00)
10-0830-082-000-00-000-000-000-0162-	Fund Balance-EBTEP	0.00	(6,000,000.00)
10-0840-082-000-00-000-000-000-0166-	Fund Balance-AssigFiscalYrBudg	0.00	(8,488,285.00)
10-0840-082-000-00-000-000-000-0168-	Fund Balance-Athletic Events	0.00	(21,923.84)
10-0850-082-000-00-000-000-000-0000-	Fund Balance-Unassigned	0.00	(9,934,022.57)
10-0840-084-000-00-000-000-000-0165-	Assigned Fund Bal-EducatProgra	0.00	(4,000,000.00)
Total Liabilities + Fund Balance		3,946,843.84	(106,984,427.30)

31

Balance Sheet Report for 2019 Period 8



Account Number	Description	Period Net Change	Account Balance
00 Treasury Fund			
Assets			
00-0000-010-000-00-000-000-0000-0000-	AP Cash - TREASURY FUND	8,023,331.03	15,165,697.60
Liabilities			
00-0000-001-000-00-000-000-0000-0000-	Due To/Due From General Fund	(8,023,331.03)	15,165,697.60
00-0000-002-000-00-000-000-0000-0000-	Due To/Due From Special Activi		
00-0000-003-000-00-000-000-0000-0000-	Due To/Due From Capital Reserv		
00-0000-004-000-00-000-000-0000-0000-	Due To/Due From Cafeteria Fun		
00-0000-005-000-00-000-000-0000-0000-	Due To/Due From Student Activi		
00-0000-006-000-00-000-000-0000-0000-	Due To/Due From Concession Sta		
00-0000-007-000-00-000-000-0000-0000-	Due To/Due From Private - Purp		
00-0000-008-000-00-000-000-0000-0000-	Due To/Due From Investment Tru		
00-0000-038-000-00-000-000-0000-0000-	PNC-Procurement Card Liability		
Total Liabilities		8,023,331.03	(15,165,697.60)
Total Liabilities + Fund Balance		8,023,331.03	(15,165,697.60)

8,023,331.03*+
 15,165,697.60 +
 23,189,028.63 *

312

EAST STROUDSBURG AREA SCHOOL DISTRICT

BANK RECONCILIATION

NAME OF ACCOUNT General Fund (Treasury Fund)

BANK ESSA

Prepared by: Sonya Burch

Approved by: _____

MONTH: Jan-19

ESSA Checking	\$ 32,712,685.53	\$ 32,712,685.53
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Less: Outstanding Checks-Treasury Fund	\$ 668,178.98	
Outstanding Payroll Activity	\$ 581.61	
Outstanding PA Withholding	\$ (6.15)	
Outstanding PA Employee Unemployment	\$ 10,394.88	
Outstanding Federal Tax	\$ 11.96	
Outstanding Flex Spending Accounts		
Outstanding TSA		
	\$ 679,161.28	
		\$ 32,033,524.25

General Ledger		\$ 32,033,518.15
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Adjustments:		
Ending Balance in "Treasury Account" Account 1/31/19	\$ (0.05)	
Negative Outstanding PA Withholding - Will Be Corrected in February	\$ 6.15	
	\$ 6.10	
		\$ 32,033,524.25

Difference		\$0.00
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10-0101-020-000-00-000-000-0001-	\$ 8,844,489.52	Account Balance
00-0000-010-000-00-000-000-0000-	\$ 23,189,028.63	Account Balance
00-0000-010-000-00-000-000-0000-		Outstanding Interest
00-0000-010-000-00-000-000-0000-	\$ 32,033,518.15	Bank Reconciliation





200 Palmer Street • PO Box L
Stroudsburg, PA 18360-0160

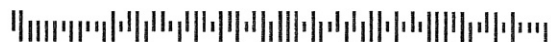
RETURN SERVICE REQUESTED

>004074 6084239 0001 093004 10Z

EAST STROUDSBURG AREA SCHOOL
DISTRICT GENERAL FUND OPERATING
C/O THOMAS J MCINTYRE
50 VINE ST
EAST STROUDSBURG PA 18301-2150

Customer Service Contact

	Phone	855-713-8001
	Hours	8:00 a.m. - 6:00 p.m. M-F
	Website	essabank.com
	Email	iBank@essabank.com



Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$26,010,990.28

Government Checking

Account Summary

Date	Description	Amount
02/01/2019	Beginning Balance	\$32,712,685.53
	31 Credit(s) This Period	\$5,407,269.76
	64 Debit(s) This Period	-\$12,108,965.01
02/28/2019	Ending Balance	\$26,010,990.28

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$17,857.39
Interest Paid Year-to-Date	\$43,045.76

Deposits

Date	Description	Amount
02/07/2019	TRANSFER FROM	\$5,691.00
02/07/2019	TRANSFER FROM	\$2,025.40
02/12/2019	TRANSFER FROM	\$279.88
02/14/2019	TRANSFER FROM	\$84.43
02/15/2019	TRANSFER FROM	\$4,540.58
02/21/2019	TRANSFER FROM	\$108.06
02/21/2019	INTERNET TFR FRM CHK	\$300,000.00
02/25/2019	TRANSFER FROM	\$7,705.94
02/26/2019	TRANSFER FROM	\$217.88
02/26/2019	TRANSFER FROM	\$557.77
02/26/2019	TRANSFER FROM	\$1,207.92
02/26/2019	TRANSFER FROM	\$250.05
02/26/2019	INTERNET TFR FRM CHK	\$8,783.18
02/26/2019	WIRE FROM PSDLAF	\$5,000,000.00
02/28/2019	TRANSFER FROM	\$257.97
02/28/2019	INTEREST FROM ACCT	\$1.25
02/28/2019	INTEREST FROM ACCT	\$3.14
02/28/2019	INTEREST FROM ACCT	\$49.47
02/28/2019	INTEREST FROM ACCT	\$6.67
02/28/2019	INTEREST FROM ACCT	\$8.07
02/28/2019	INTEREST FROM ACCT	\$26.70
21 item(s) totaling		\$5,331,805.36

314



Pennsylvania Local Government Investment Trust

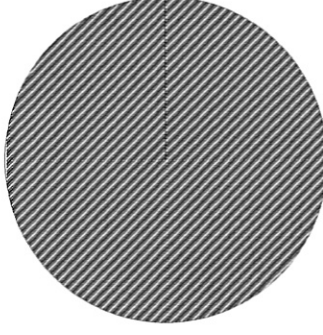
Account Statement - Transaction Summary

For the Month Ending February 28, 2019

East Stroudsburg Area School District - GENERAL FUND

PLGIT - Class	
Opening Market Value	11,949,691.10
Purchases	642,084.44
Redemptions	(503,077.26)
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$12,088,698.28
Cash Dividends and Income	20,244.61

Asset Summary		
	February 28, 2019	January 31, 2019
PLGIT - Class	12,088,698.28	11,949,691.10
Total	\$12,088,698.28	\$11,949,691.10
Asset Allocation		



PLGIT - Class
100.00%

315



PSDLAF Monthly Statement

Statement for the Account of:
EAST STROUDSBURG ASD

(71256-101)	GENERAL FUND	Statement Period Feb 1, 2019 to Feb 28, 2019
ACTIVITY SUMMARY		
INVESTMENT POOL SUMMARY		MAX
Beginning Balance		\$7,349,217.90
Dividends		\$6,991.20
Credits		\$10,366,649.70
Checks Paid		\$0.00
Other Debits		(\$11,485,112.91)
Ending Balance		\$6,237,745.89
Average Monthly Rate		2.33%
TOTAL MAX		\$6,237,745.89
TOTAL FIXED INCOME		\$43,695,000.00
ACCOUNT TOTAL		\$49,932,745.89

318

EAST STROUDSBURG ASD
Jeff Bader
50 Vine Street
East Stroudsburg, PA 18031



EAST STROUDSBURG ASD

Statement Period
Feb 1, 2019 to Feb 28, 2019

FIXED INCOME INVESTMENTS

PURCHASES

Type	Holding ID	Trade	Settle	Maturity	Description	Cost	Projected Interest	Rate	Face/Par
FLEX	88385	02/06/19	02/06/19	06/11/19	Full Flex Pool (CNB2)	\$3,000,000.00	\$24,143.84	2.350%	\$3,000,000.00
FLEX	88415	02/12/19	02/12/19	06/11/19	Full Flex Pool (OZK)	\$3,215,000.00	\$24,632.18	2.350%	\$3,215,000.00
CD	88450	02/25/19	02/25/19	02/25/20	FIRST BANK OF OHIO *JCDI^	\$240,000.00	\$6,000.00	2.500%	\$240,000.00
Totals for Period:						\$6,455,000.00	\$54,776.02		\$6,455,000.00

317



EAST STROUDSBURG ASD

Statement Period
Feb 1, 2019 to Feb 28, 2019

FIXED INCOME INVESTMENTS

SALES

Type	S	Holding ID	Settle Date	Transaction Date	Maturity Date	Description	Settlement	Projected Interest	Face/Par
FLEX	S	87624	02/20/19	02/20/19	06/11/19	Full Flex Pool (CB)	\$3,000,000.00	\$21,439.73	\$3,000,000.00
FLEX	S	87523	02/26/19	02/26/19	06/11/19	Full Flex Pool (CNB2)	\$1,000,000.00	\$6,760.27	\$1,000,000.00
FLEX	S	87624	02/26/19	02/26/19	06/11/19	Full Flex Pool (CB)	\$2,500,000.00	\$16,900.68	\$2,500,000.00
Totals for Period:							\$6,500,000.00	\$45,100.68	\$6,500,000.00

318



EAST STROUDSBURG ASD

Statement Period
Feb 1, 2019 to Feb 28, 2019

FIXED INCOME INVESTMENTS

INTEREST					Interest
Type	Holding ID	Transaction Date	Description		
Flex	1006569	02/20/19	CD Interest- Full Flex		\$20,383.56
Flex	1006570	02/20/19	CD Interest- Full Flex		\$10,977.40
Flex	1006571	02/20/19	CD Interest- Full Flex		\$295.89
Flex	1006572	02/20/19	CD Interest- Full Flex		\$10,191.78
Flex	1006573	02/20/19	CD Interest- Full Flex		\$10,977.40
Flex	1006574	02/20/19	CD Interest- Full Flex		\$9,863.01
Flex	1006575	02/20/19	CD Interest- Full Flex		\$1,995.89
Flex	1011550	02/27/19	CD Interest- Full Flex		\$20,808.22
Totals for Period:					\$85,493.15

319

200 Palmer Street • PO Box L
Stroudsburg, PA 18360-0160

RETURN SERVICE REQUESTED

>001872 6084239 0001 093004 10Z

EAST STROUDSBURG AREA SCHOOL
DISTRICT WORKERS COMP SELF INS
C/O THOMAS J MCINTYRE
50 VINE ST
EAST STROUDSBURG PA 18301-2150**Customer Service Contact**

	Phone	855-713-8001
	Hours	8:00 a.m. - 6:00 p.m. M-F
	Website	essabank.com
	Email	iBank@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$201,199.94

Government Checking-**Account Summary**

Date	Description	Amount
02/01/2019	Beginning Balance	\$201,076.54
	1 Credit(s) This Period	\$123.40
	0 Debit(s) This Period	\$0.00
02/28/2019	Ending Balance	\$201,199.94

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$123.40
Interest Paid Year-to-Date	\$259.93

Other Credits

Date	Description	Amount
02/28/2019	INTEREST PAID 2/01 THROUGH 2/28	\$123.40
		1 item(s) totaling \$123.40

Daily Balances

Date	Amount
02/28/2019	\$201,199.94

320

RETURN SERVICE REQUESTED

>001869 6084239 0001 093004 10Z

EAST STROUDSBURG AREA SCHOOL
DISTRICT PAYPAL ACCOUNT
C/O THOMAS J MCINTYRE
50 VINE ST
EAST STROUDSBURG PA 18301-2150**Customer Service Contact**

Phone 855-713-8001



Hours 8:00 a.m. - 6:00 p.m. M-F

Website essabank.comEmail iBank@essabank.com**Summary of Accounts**

Account Type	Account Number	Ending Balance
Government Checking		\$3,838.78

Government Checking-**Account Summary**

Date	Description	Amount
02/01/2019	Beginning Balance	\$12,614.80
	1 Credit(s) This Period	\$7.16
	1 Debit(s) This Period	-\$8,783.18
02/28/2019	Ending Balance	\$3,838.78

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$7.16
Interest Paid Year-to-Date	\$15.56

Other Credits

Date	Description	Amount
02/28/2019	INTEREST PAID 2/01 THROUGH 2/28	\$7.16
		1 item(s) totaling \$7.16

Other Debits

Date	Description	Amount
02/26/2019	INTERNET TFR TO CHK	\$8,783.18
		1 item(s) totaling \$8,783.18

Daily Balances

Date	Amount	Date	Amount
02/26/2019	\$3,831.62	02/28/2019	\$3,838.78



200 Palmer Street • PO Box L
Stroudsburg, PA 18360-0160

RETURN SERVICE REQUESTED

>001890 6084239 0001 093004 10Z

EAST STROUDSBURG AREA SCHOOL
DISTRICT ESCROW ACCT FERNWOOD
C/O THOMAS J MCINTYRE
50 VINE ST
EAST STROUDSBURG PA 18301-2150



Customer Service Contact

	Phone	855-713-8001
	Hours	8:00 a.m. - 6:00 p.m. M-F
	Website	essabank.com
	Email	iBank@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$38,085.60

Government Checking-

Account Summary

Date	Description	Amount
02/01/2019	Beginning Balance	\$38,062.24
	1 Credit(s) This Period	\$23.36
	0 Debit(s) This Period	\$0.00
02/28/2019	Ending Balance	\$38,085.60

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$23.36
Interest Paid Year-to-Date	\$49.20

Other Credits

Date	Description	Amount
02/28/2019	INTEREST PAID 2/01 THROUGH 2/28	\$23.36
		1 item(s) totaling \$23.36

Daily Balances

Date	Amount
02/28/2019	\$38,085.60

322

ESSA Bank & Trust

200 Palmer Street • PO Box L
Stroudsburg, PA 18360-0160

RETURN SERVICE REQUESTED

>001827 6084239 0001 093004 10Z

EAST STROUDSBURG AREA SCHOOL
DISTRICT CAFETERIA FUND
C/O THOMAS J MCINTYRE
50 VINE ST
EAST STROUDSBURG PA 18301-2150



Statement Ending 02/28/2019

Page 1 of 2

Customer Service Contact



Phone 855-713-8001



Hours 8:00 a.m. - 6:00 p.m. M-F



Website essabank.com



Email iBank@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$497,847.45

Government Checking

Account Summary

Date	Description	Amount
02/01/2019	Beginning Balance	\$765,054.94
	29 Credit(s) This Period	\$38,843.31
	4 Debit(s) This Period	-\$306,050.80
02/28/2019	Ending Balance	\$497,847.45

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$424.82
Interest Paid Year-to-Date	\$926.35

Electronic Credits

Date	Description	Amount
02/01/2019	GLOBAL PAY GLOBAL DEP CCD	\$415.00
02/04/2019	GLOBAL PAY GLOBAL DEP CCD	\$425.00
02/04/2019	GLOBAL PAY GLOBAL DEP CCD	\$1,324.65
02/05/2019	GLOBAL PAY GLOBAL DEP CCD	\$87.50
02/05/2019	GLOBAL PAY GLOBAL DEP CCD	\$917.34
02/06/2019	GLOBAL PAY GLOBAL DEP CCD	\$2,460.50
02/07/2019	GLOBAL PAY GLOBAL DEP CCD	\$1,765.00
02/08/2019	GLOBAL PAY GLOBAL DEP CCD	\$2,453.95
02/11/2019	GLOBAL PAY GLOBAL DEP CCD	\$2,411.20
02/11/2019	GLOBAL PAY GLOBAL DEP CCD	\$3,057.90
02/11/2019	GLOBAL PAY GLOBAL DEP CCD	\$385.00
02/12/2019	GLOBAL PAY GLOBAL DEP CCD	\$1,539.00
02/13/2019	GLOBAL PAY GLOBAL DEP CCD	\$1,684.70
02/14/2019	GLOBAL PAY GLOBAL DEP CCD	\$569.90
02/15/2019	GLOBAL PAY GLOBAL DEP CCD	\$420.00
02/19/2019	GLOBAL PAY GLOBAL DEP CCD	\$2,048.00
02/19/2019	GLOBAL PAY GLOBAL DEP CCD	\$1,509.30
02/19/2019	GLOBAL PAY GLOBAL DEP CCD	\$436.70
02/19/2019	GLOBAL PAY GLOBAL DEP CCD	\$632.50
02/20/2019	GLOBAL PAY GLOBAL DEP CCD	\$780.00
02/21/2019	GLOBAL PAY GLOBAL DEP CCD	\$2,139.55
02/22/2019	GLOBAL PAY GLOBAL DEP CCD	\$470.00
02/25/2019	GLOBAL PAY GLOBAL DEP CCD	\$2,413.85
02/25/2019	GLOBAL PAY GLOBAL DEP CCD	\$2,202.95
02/25/2019	GLOBAL PAY GLOBAL DEP CCD	\$781.50

323



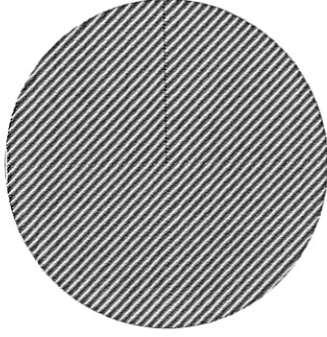
For the Month Ending February 28, 2019

Account Statement - Transaction Summary

East Stroudsburg Area School District - CAFETERIA -

PLGIT - Class	
Opening Market Value	40,716.70
Purchases	69.90
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$40,786.60
Cash Dividends and Income	69.90

Asset Summary	
	February 28, 2019
PLGIT - Class	40,786.60
Total	\$40,786.60
Asset Allocation	
	January 31, 2019
	40,716.70
	\$40,716.70



PLGIT - Class
100.00%

324



Pennsylvania Local Government Investment Trust

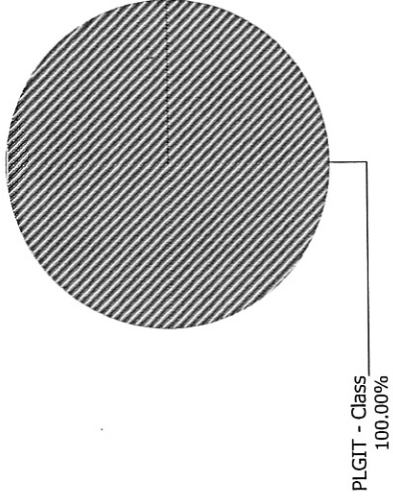
Account Statement - Transaction Summary

For the Month Ending February 28, 2019

East Stroudsburg Area School District - CAPITAL RESERVE -

PLGIT - Class	
Opening Market Value	23,672,386.69
Purchases	40,639.57
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
Closing Market Value	\$23,713,026.26
Cash Dividends and Income	40,639.57

Asset Summary	
	February 28, 2019
PLGIT - Class	23,713,026.26
Total	\$23,713,026.26
January 31, 2019	
PLGIT - Class	23,672,386.69
Total	\$23,672,386.69





200 Palmer Street • PO Box L
Stroudsburg, PA 18360-0160





RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT CONCESSION STAND FUND
C/O THOMAS J MCINTYRE
50 VINE ST
EAST STROUDSBURG PA 18301-2150

Statement Ending 02/28/2019

Page 1 of 2

Customer Service Contact

	Phone	855-713-8001
	Hours	8:00 a.m. - 6:00 p.m. M-F
	Website	essabank.com
	Email	iBank@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$27,571.35

Government Checking-

Account Summary

Date	Description	Amount
02/01/2019	Beginning Balance	\$27,554.44
	1 Credit(s) This Period	\$16.91
	0 Debit(s) This Period	\$0.00
02/28/2019	Ending Balance	\$27,571.35

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$16.91
Interest Paid Year-to-Date	\$35.62

Other Credits

Date	Description	Amount
02/28/2019	INTEREST PAID 2/01 THROUGH 2/28	\$16.91
		1 item(s) totaling \$16.91

Daily Balances

Date	Amount
02/28/2019	\$27,571.35



326



200 Palmer Street • PO Box L
Stroudsburg, PA 18360-0160





RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT EXPENDABLE SCHOLARSHIP
C/O THOMAS J MCINTYRE
50 VINE ST
EAST STROUDSBURG PA 18301-2150

Statement Ending 02/28/2019

Page 1 of 2

Customer Service Contact

	Phone	855-713-8001
	Hours	8:00 a.m. - 6:00 p.m. M-F
	Website	essabank.com
	Email	iBank@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$31,459.02

Government Checking

Account Summary

Date	Description	Amount
02/01/2019	Beginning Balance	\$31,439.73
	1 Credit(s) This Period	\$19.29
	0 Debit(s) This Period	\$0.00
02/28/2019	Ending Balance	\$31,459.02

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$19.29
Interest Paid Year-to-Date	\$40.64

Other Credits

Date	Description	Amount
02/28/2019	INTEREST PAID 2/01 THROUGH 2/28	\$19.29
		1 item(s) totaling \$19.29

Daily Balances

Date	Amount
02/28/2019	\$31,459.02



327



200 Palmer Street • PO Box L
Stroudsburg, PA 18360-0160





RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT NON-EXPENDABLE
C/O THOMAS J MCINTYRE
50 VINE ST
EAST STROUDSBURG PA 18301-2150

Statement Ending 02/28/2019

Page 1 of 2

Customer Service Contact

	Phone	855-713-8001
	Hours	8:00 a.m. - 6:00 p.m. M-F
	Website	essabank.com
	Email	iBank@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$18,523.73

Government Checking

Account Summary

Date	Description	Amount
02/01/2019	Beginning Balance	\$18,512.37
	1 Credit(s) This Period	\$11.36
	0 Debit(s) This Period	\$0.00
02/28/2019	Ending Balance	\$18,523.73

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$11.36
Interest Paid Year-to-Date	\$23.93

Other Credits

Date	Description	Amount
02/28/2019	INTEREST PAID 2/01 THROUGH 2/28	\$11.36
		1 item(s) totaling \$11.36

Daily Balances

Date	Amount
02/28/2019	\$18,523.73



328



200 Palmer Street • PO Box L
Stroudsburg, PA 18360-0160

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT SPECIAL ACTIVITY FUND
C/O THOMAS J MCINTYRE
50 VINE ST
EAST STROUDSBURG PA 18301-2150

Statement Ending 02/28/2019

Page 1 of 2

Customer Service Contact

	Phone	855-713-8001
	Hours	8:00 a.m. - 6:00 p.m. M-F
	Website	essabank.com
	Email	iBank@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$240,417.51

Government Checking-

Account Summary

Date	Description	Amount
02/01/2019	Beginning Balance	\$238,791.90
	2 Credit(s) This Period	\$1,625.61
	0 Debit(s) This Period	\$0.00
02/28/2019	Ending Balance	\$240,417.51

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$146.61
Interest Paid Year-to-Date	\$308.52

Deposits

Date	Description	Amount
02/27/2019	DEPOSIT EAST STROUDSBUR	\$1,479.00
		1 item(s) totaling \$1,479.00

Other Credits

Date	Description	Amount
02/28/2019	INTEREST PAID 2/01 THROUGH 2/28	\$146.61
		1 item(s) totaling \$146.61

Daily Balances

Date	Amount	Date	Amount
02/27/2019	\$240,270.90	02/28/2019	\$240,417.51



329

(19) CD Invest. Special Activity.

Savings

Account Number

Statement Date

03/11/2019

Page 1

Date	Transaction Description	Amount	Ending Balance
03/16/2018	Deposit	39,917.42	39,917.42
03/30/2018	Interest Deposit - INTEREST PAID 03/16 THROUGH 03/31	30.44	39,947.86
03/30/2018	Interest Transfer - INTEREST TO ACCT # 0047706025	30.44	39,917.42
04/20/2018	Transfer Deposit	30.44	39,947.86
06/29/2018	Interest Deposit - INTEREST PAID 04/01 THROUGH 06/30	173.32	40,121.18
09/28/2018	Interest Deposit - INTEREST PAID 07/01 THROUGH 09/30	175.96	40,297.14
12/29/2018	Interest Deposit - INTEREST PAID 10/01 THROUGH 12/31	176.73	40,473.87





EAST STROUDSBURG AREA SCHOOL DISTRI
C/O THOMAS J MCINTYRE
50 VINE ST
EAST STROUDSBURG PA 18301

330

RETURN SERVICE REQUESTED

EAST STROUDSBURG AREA SCHOOL
DISTRICT STUDENT ACTIVITY FUND
C/O THOMAS J MCINTYRE
50 VINE ST
EAST STROUDSBURG PA 18301-2150

Customer Service Contact

	Phone	855-713-8001
	Hours	8:00 a.m. - 6:00 p.m. M-F
	Website	essabank.com
	Email	iBank@essabank.com

Summary of Accounts

Account Type	Account Number	Ending Balance
Government Checking		\$73,917.68

Government Checking

Account Summary

Date	Description	Amount
02/01/2019	Beginning Balance	\$73,872.34
	1 Credit(s) This Period	\$45.34
	0 Debit(s) This Period	\$0.00
02/28/2019	Ending Balance	\$73,917.68

Interest Summary

Description	Amount
Annual Percentage Yield Earned	0.00%
Interest Days	0
Interest Earned	\$0.00
Interest Paid This Period	\$45.34
Interest Paid Year-to-Date	\$95.50

Other Credits

Date	Description	Amount
02/28/2019	INTEREST PAID 2/01 THROUGH 2/28	\$45.34
		1 item(s) totaling \$45.34

Daily Balances

Date	Amount
02/28/2019	\$73,917.68

Department of the Auditor General
Bureau of School Audits

Management Reply

LEA: East Stroudsburg Area SDDate: 2/11/19Audit Period: 7/1/13 – 6/30/17Date Due: 2/18/19Comment: Finding X Observation Verbal Title: A Flawed Employment Contract Caused the District to Incur Legal and Other
Settlement Costs X Management agrees with the Finding Management disagrees with the Finding Management waives the opportunity to reply at this time

MANAGEMENT COMMENTS: (Please explain the cause of the problem and note what corrective action is planned. Please ensure that you respond to each recommendation point included in the draft comment. If necessary, attach additional paper.)

The District's former CFO's compensation terms were insufficiently clear, and the salary increase clause was inappropriate. While the Department of Auditor General's cost analysis concerning the former CFO's contract language is accurate, the school board determined, on advice of counsel, that the Settlement Agreement cited by the DAG represented a small cost savings as compared to pursuing the litigation with the former CFO through to its conclusion. The increased costs to PSERS, while regrettable, are a function of PSERS's structure, and the school board believed at the time of the Settlement Agreement that further litigation would likely result in additional costs to both the District and PSERS.

Moving forward, the administration will adopt the recommendations of the Department of the Auditor General and recommend to the school board that:

(a) District Policy 328 be revised to require that administrator contracts have a clear, numerical salary schedule such that each year's salary is readily discernible, either as a dollar figure or an express percentage increase from the preceding year of the contract.

(b) the school board review existing contracts with the assistance of the board's solicitor, and propose appropriate revision of existing contracts to current administrators to bring the contracts into compliance with the revised Policy 328.

Additional pages attached: Yes No

Signatures and Date:

Superintendent, Ex. Director, Director_____
Business Manager

332

**D'HUY Engineering, Inc.**

One East Broad Street, Suite 310 Bethlehem, PA 18018

Phone: 610.865.3000

Fax: 610.861.0181

INVOICE

No. 48879

01/31/2019

East Stroudsburg Area School District

50 Vine Street

East Stroudsburg, PA 18301

Mr. Tom McIntyre

High School North & Lehman I.S. Water Heater Replacement**287014**

For Services Rendered From January 01, 2019 To January 25, 2019

DEI Fee = \$17,500 (\$2,500 + 7.5% of estimated cost \$200,000)

00 - Basic Services

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$17,500.00	\$0.00	8.89	\$1,556.24

INVOICE TOTAL \$1,556.24

ATTACHMEN V1. B.1



D'HUY Engineering, Inc.
One East Broad Street, Suite 310 Bethlehem, PA 18018
Phone: 610.865.3000 Fax: 610.861.0181

INVOICE

No. 48878
01/31/2019

East Stroudsburg Area School District

50 Vine Street
East Stroudsburg, PA 18301
Mr. Tom McIntyre

Trane Controls Oversight

287013

For Services Rendered From January 01, 2019 To January 25, 2019

00 - Basic Services

<u>Contract Amount</u>	<u>Previously Billed</u>	<u>% Complete</u>	<u>Invoice Amount</u>
\$26,255.00	\$0.00	2.62	\$689.01

INVOICE TOTAL \$689.01

334

**D'HUY Engineering, Inc.**

One East Broad Street, Suite 310, Bethlehem, PA 18018

Phone: 610.865.3000

Fax: 610.861.0181

INVOICE

No. 48875

01/31/2019

East Stroudsburg Area School District

50 Vine Street

East Stroudsburg, PA 18301

Mr. Tom McIntyre

High School North Roof Replacement**287010**

For Services Rendered From January 01, 2019 To January 25, 2019

DEI Fee = 7% of \$6,675,000 = \$467,250

01 - High School North / Lehman J.S. Roof Investigation

Contract Amount	Previously Billed	% Complete	Invoice Amount
\$12,900.00	\$12,900.00	100.00	\$0.00

02 - Design, Bidding & Construction Phase Services

Contract Amount	Previously Billed	% Complete	Invoice Amount
\$467,250.00	\$8,595.06	10.00	\$38,129.94

INVOICE TOTAL \$38,129.94**Prior Billing Information**

Invoice		0 - 30	31 - 60	61-90	Over 90	Balance
48715	12/31/2018	\$8,595.06	\$0.00	\$0.00	\$0.00	\$8,595.06
Total Prior Billing		\$8,595.06	\$0.00	\$0.00	\$0.00	\$8,595.06



D'HUY Engineering, Inc.
 One East Broad Street, Suite 310 Bethlehem, PA 18018
 Phone: 610.865.3000 Fax: 610.861.0181

INVOICE

No. 48876
 01/31/2019

East Stroudsburg Area School District

50 Vine Street
 East Stroudsburg, PA 18301
 Mr. Tom McIntyre

Resica Elementary School Roof Replacement**287011**

For Services Rendered From January 01, 2019 To January 25, 2019

DEI Fee = 7% of Estimated Cost of \$675,000 = \$47,250

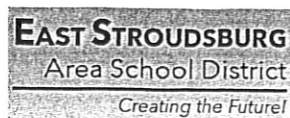
00 - Basic Services

Contract Amount	Previously Billed	% Complete	Invoice Amount
\$47,250.00	\$1,656.02	20.00	\$7,793.98

INVOICE TOTAL \$7,793.98**Prior Billing Information**

Invoice		0 - 30	31 - 60	61-90	Over 90	Balance
48716	12/31/2018	\$1,656.02	\$0.00	\$0.00	\$0.00	\$1,656.02
Total Prior Billing		\$1,656.02	\$0.00	\$0.00	\$0.00	\$1,656.02

336



Angela Byrne <angela-byrne@esasd.net>

2018-2019 Safe School Targeted Equipment Grants

1 message

Hollinger, Patricia <phollinger@pa.gov>

Thu, Oct 4, 2018 at 9:48 AM

October 4, 2018

Congratulations! **East Stroudsburg Area School District** has been selected by the Pennsylvania Department of Education's Office for Safe Schools for a 2018-19 Safe Schools Targeted **Equipment** Grant in the amount of **\$22,900.00**.

The Department's offer of this grant is subject to your completion of the following:

1. Use the grant funds only as specified in the approved grant proposal.
2. Maintain records to show and account for the use of grant funds. Funds may only be used during the fiscal year, July 1, 2018 through June 30, 2019.
3. Meet terms and conditions specified in the request for application including the Final Year-End Report found on the Safe Schools webpage.
4. Login to the e-Grants application and have the authorized signatory sign the grant agreement and resubmit.

This grant award is separate from the School Safety and Security Grant Program administered by the Pennsylvania Commission on Crime and Delinquency (PCCD), in accordance with Act 44 of 2018. If you submitted a grant to PCCD for the same items, you will need to remove those items from your grant application prior to the October 12, 2019 deadline. Act 44 of 2018 prohibits schools from receiving funding from both grant programs for the same purpose.

For more information on the funding provided through PCCD go to:

<https://www.pccd.pa.gov/schoolsafety/Pages/default.aspx>

If there are any questions, please contact Patricia Hollinger at 717-783-6612 or email phollinger@pa.gov.

337

Sincerely,

Patricia Hollinger

Patricia Hollinger | Administrative/Fiscal Officer, Office for Safe Schools

Department of Education | Office of Elementary and Secondary Education

333 Market Street | Harrisburg, PA 17126

P: 717.783.6612

phollinger@pa.gov | www.education.pa.gov

338

EAST STROUDSBURG AREA SCHOOL DISTRICT
Procurement Form

TO BE COMPLETED FOR ANY PROCUREMENT OVER \$5,000**A. Why are you requesting the service/needs?**

Why: *Through a Pennsylvania Department of Education Safe Schools Targeted Grant we have been awarded funds to purchase a visitor management system.*

Need: *To increase the security and safety of all buildings in the district that accepts visitors, vendors and staff band enabling the buildings to accurately monitor persons who enter the buildings.*

Suggested replacement:

Raptor Technologies Visitor management system quote is attached.

B. Cost Estimate: if over \$5,000, were 3 quotes obtained? If yes, please list the vendors and the amounts.

School Gate Guardian- \$17,288.44 plus \$6135.00 yearly maintenance fee.

Raptor Technologies- \$20,243.00 plus \$5,940.00 yearly maintenance fee.

Lobbyguard Solutions- \$27,060 plus \$5,500 yearly maintenance fee.

C. Procurement Method:

Contact was made with three vendors who are the industry leaders in visitor management systems. All three were researched and webinars were viewed on two School Gate Guardian and Raptor Technologies. Lobbyguard was not considered since the quote exceeded the funds allocated by the grant the district received.

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

This purchase was not budgeted however the grant that was received will cover the entire cost of the procurement.

Funds for this purchase will come from the following accounts:

Account 10-2800-330-211-00-000-091-000-9171 Training.

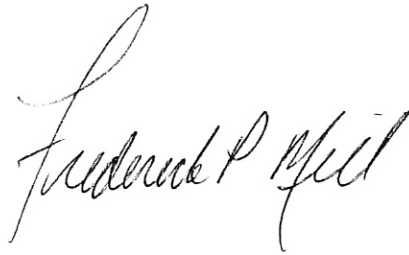
Account 10-2800-610-211-00-000-091-000-9171 Installation and Equipment.

E. Selection of winning proposal

The lowest price was not selected after viewing the webinar presented by School Gate Guardian and Raptor it was determined by myself and Mr. Borosh Technology Director for the district that the Raptor Technologies will be the best choice mainly due to ease of use. The school gate guardian was extremely technical and our greeters would have difficulty using the product. All three vendors and systems mirror each other in capabilities yet the way each is used varies and Raptor is the most user friendly.

F. Other

N/A

A handwritten signature in cursive script, appearing to read "Frederick P. Phil".

Visitors Management Systems

1. School Gate Guardian Pro Initial Purchase Price for 11 units is **\$ 17288.44**
Includes Software installed on our computer, ID Scanner, Badge Printer, Bar Code Reader, Webcam, Unlimited Sex Offender look ups, 1 rolls time expiring badges, 1 sheet frequent visitor tags, remote installation, training, SIS integration. **Very complicated to use.**

Yearly cost after first year for License fee and tech support is **\$6135.00**

Cost per roll of badges for 250 \$26.00

Key Cards \$14.00 for 24

2. Raptor Technologies Initial Purchase Price for 11 units is **\$ 20243.00**
Includes Software installed on our computer, ID Scanner, Student late/Early Badge Printer, 44 rolls time expiring badges, web based training and tech support, remote installation, Unlimited Sex Offender look ups, SIS integration. **Simplicity of use**

Yearly cost after first year for License fee and tech support is **\$ 5940.00**

Cost per roll of badges for 300 \$ 13.00

3. Lobbyguard Solution initial Purchase Price for 11 units is **\$ 27060.00**
Includes Software installed on our computer, Unlimited Sex Offender look ups, training and tech support, Webcam, bar code scanner, Student late pass dual printer, Badge printer, SIS integration.

Yearly cost after first year for License fee and tech support is **\$5500.00**

RAPTOR[®]

TECHNOLOGIES

THE GOLD STANDARD IN SCHOOL SAFETY

Protect Every Child, Every School, Every Day
Federal Tax ID #45-4914152
GSA: GS-07F-127BA
Buyboard: 498-15

Opportunity Owner Christine McNelly
Quote Number 201807-20907
Created Date 2/21/2019
Expiration Date 3/13/2019

Account Name East Stroudsburg Area School District

Billing Address 50 Vine St
East Stroudsburg, PA 18301
United States

Product	Product Description	Sales Price	Quantity	Total Price
Visitor Management Annual Access Fee	One (1) year Annual Software Access Fee (per location). Renewal fee is due on the anniversary month of purchase. Raptor Alert Monitoring service and technical support is included.	\$540.00	11.00	\$5,940.00
Database Activation Fee	One-time fee for provisioning and activating database storage (per location).	\$350.00	11.00	\$3,850.00
Remote Installation and Training Fee	Remote web- and phone-based installation and training (per location).	\$125.00	11.00	\$1,375.00
CR5400 ID Scanner	ID scanner for state issued identification cards -- 2 year limited warranty.	\$495.00	13.00	\$6,435.00
Dymo 450 Turbo Label Printer	Printer for either visitor badges or student tardy passes -- 2 year limited warranty	\$139.00	13.00	\$1,807.00
Raptor Visitor Badges (White) Box	Raptor visitor badges (4 rolls/300 badges per roll). Quality guaranteed for one (1) year after purchase date.	\$50.00	11.00	\$550.00
Shipping and Handling Fee	Required on all new orders.	\$26.00	11.00	\$286.00

Quote Notes Recurring Annual License Fee is \$540.00 per site for visitor management, starting in year 2

Grand Total \$20,243.00

SUBMIT PO's: To purchase, send purchase order to cmcnelly@raptortech.com or fax to 713-880-2577.

NOT PAYING WITH A PURCHASE ORDER?

REMIT CHECK PAYMENTS TO:

Dept. 141 :: P.O. Box 4458 :: Houston, TX :: 77210-4458

For any other questions, email accounting@raptortech.com

342

To order additional or replacement equipment and supplies with a credit card, visit www.shop.raptortech.com

TERMS AND CONDITIONS:

1. Only hardware and supplies purchased through Raptor Technologies, LLC are approved for use with the Raptor System. Use of any hardware or supplies not approved by Raptor Technologies may void all warranties and guarantees.

2. Restocking fee of 25% of purchase price will apply to all returns. Shipping/handling fees are non-refundable.

3. All purchases from Raptor are subject to the terms and conditions of the Raptor Subscription Agreement, which can be found at <https://www.raptortech.com/agreement>

Please be aware that use tax may apply and you may be required to remit use tax on this purchase based on your state's tax rules.

RAPTOR[®]

TECHNOLOGIES

THE GOLD STANDARD IN SCHOOL SAFETY

PROPOSAL PREPARED FOR:

East Stroudsburg
Area School District

2/25/19



VISITOR
MANAGEMENT



VOLUNTEER
MANAGEMENT



EMERGENCY
MANAGEMENT

343

Table of Contents

- ▶ Raptor: The Most Scalable and Proven K-12 School Safety Solution
- ▶ Raptor Technologies' Solutions for School Safety
- ▶ Visitor Management System
- ▶ Visitor Management Implementation Overview
- ▶ Visitor Management Pricing

344

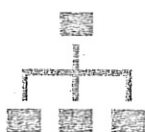
Raptor: The Most Scalable and Proven K-12 School Safety Solution

EXPERIENCE & K-12 Focus



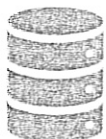
Raptor Technologies was founded in **2002** to provide the K-12 market with enterprise-level integrated school safety technologies. Today, we serve over **25,000 K-12 schools** across the United States, including more K-12 districts and schools than all other school safety technology providers **combined**.

SCALE



With over **70 full-time employees** including 13 in Technical Support, 10 in Client Services, and 5 in Professional Services, Raptor employs professionals with unmatched development, installation, integration, and testing experience that enable the continued success of our clients.

RELIABILITY & SECURITY



The Raptor system is hosted in the cloud on the **Microsoft Azure** platform, which provides enterprise-class security, reliability, and redundancy. Raptor is proud to have a **99.999% uptime** and **256-bit AES encryption** to ensure protection of sensitive data.

COMMITMENT TO CUSTOMER SUCCESS



Each year, **more than 98%** of our clients renew their partnership with us. We are humbled by the support of our clients and will continue to strive to be their **partner of choice** for K-12 school safety technologies.



"Raptor has been a partner more than a contractor."

**Miami-Dade County
Public Schools**
366 campuses using
Raptor

"The Raptor system offered the best array of features to help us add an extra layer of security for our schools."

**Marysville Joint Unified
School District**
22 campuses using Raptor

"Would I recommend that other districts consider Raptor Technologies as part of their comprehensive school safety plan? Yes, I would, absolutely!"

**Austin Independent School
District**
130 campuses using Raptor

Raptor Solutions for School Safety

Raptor Technologies is the nation's leading provider of integrated school safety technologies and is trusted to protect over 25,000 K-12 schools nationwide.

One Integrated Platform for:



VISITOR MANAGEMENT

The Raptor Visitor Management system instantly screens all visitors, volunteers, and contractors against the sex offender registry in all 50 states as well as custom databases set by each school, which can contain custody alerts and/or banned visitors.



VOLUNTEER MANAGEMENT

The Raptor Volunteer Management system streamlines the process so that volunteers can apply and be easily tracked, screened, and scheduled, and reports accessed—all in one place.



EMERGENCY MANAGEMENT

The Raptor Emergency Management system combines best practices with 21st century technology to provide your district with a comprehensive solution that includes drill management, active incident management, and parent-student reunification.

Supported by:



IMPLEMENTATION, TRAINING, & SUPPORT

The Raptor Customer Support Team consistently receives top ratings for customer service. The team will advise you on best practices and protocols, walk you through implementation, and assist with staff training plans.

346

Visitor Management System

Know who is in your schools

Screen and track everyone coming into your schools and keep unwanted entrants out. The Raptor Visitor Management system screens for sex offenders, alerts staff of custody violations, and provides districtwide reporting for all visitors.

INSTANT SEX OFFENDER SCREENING

Each and every visitor is instantly screened against the registered sex offender database in all 50 states.

CUSTOM CUSTODY DATABASES

The Raptor system checks visitors against custom databases set by each district, which may contain custody alerts and/or banned visitors.

ACCURATE VISITOR RECORDS

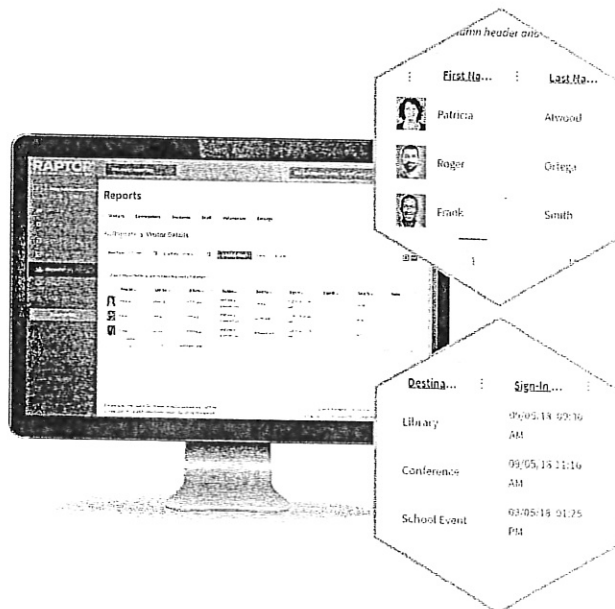
Accurate and reliable visitor details and sign-in history are recorded for every visitor that enters your schools.

DISTRICTWIDE REPORTING

The Raptor Visitor Management system quickly and easily creates reports for entire districts and/or individual schools.

EMERGENCY PANIC BUTTON

Displayed throughout the entire Raptor platform, emergency panic buttons allow front desk personnel to instantly alert a customized list of school officials and first responders.

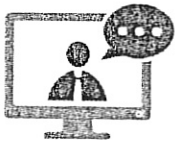


Visitor Management Implementation Overview

Having implemented Visitor Management at tens of thousands of schools across America, Raptor has perfected the process by providing cost-effective and convenient remote implementation and training.

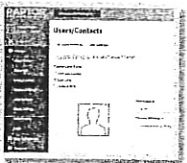
You *could* get up and running on Raptor on the *same day* you receive your equipment from us, however, most of our clients are fully implemented and signing in their first visitors within a week or two of their initial purchase of Raptor.

Here's what you can expect when implementing Raptor Visitor Management:



Step 1: Attend "The Essentials" Training Webinar

Live training for your administration team how to manage your Raptor account. You'll learn the basics of visitor management as well as more advanced features including how to: set your district or school's visitor policies, create custom alerts, run reports, add users, and more.



Step 2: Customize the System to Meet Your Needs

After attending "The Essentials", you will receive your administrative credentials to Raptor and can log in online to begin customizing the system to meet your specific needs. During this process you can add new users, import and customize alerts, and import student and staff data into Raptor.



Step 3: Attend "Going Live" Training Webinar

Live training for your front-office staff on how to use Raptor with a specific focus on scanning visitor ID's, signing in both new and repeat visitors, printing visitor badges, and becoming comfortable responding to the various alerts that can be triggered by the Raptor system.

Go Live!

Visitor Management Pricing and Fees

Basic Package for Eleven Schools

Year One Start-up Fees and Hardware	\$14,303.
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Year One Annual Access Fee	\$5,940.
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Year One Total Cost	\$20,243.
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Software Renewal Fee (Year 2 Onward)	\$5,940.
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This pricing is for eleven schools and includes all implementation, training, and ongoing support costs. All software updates made to the Raptor Visitor Management System will be covered by your annual access fee.

***The year one start-up fee includes the two extra printers and scanners*

DEVELOPMENTAL NEUROPSYCHOLOGY

OFFICE ADDRESS: 600 HAVERFORD ROAD, SUITE 200, HAVERFORD, PA 19010
2129 PROVIDENCE AVE., CHESTER, PA 19013

MAILING ADDRESS: 728 COLLEGE AVENUE, HAVERFORD, PA 19041

PHONE: (610) 213-9798; **EMAIL:** mflazar@yahoo.com

MARY F. LAZAR, PSY.D.
MEGHAN DEVRIES, PSY.D.

March 4, 2019

East Stroudsburg Area School District

Re:

To whom it may concern,

This letter represents an agreement between the East Stroudsburg Area School District and me to perform an independent educational evaluation (IEE) of a student,

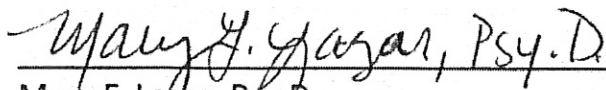
My associate Meghan DeVries, Psy.D. will be assisting me with this evaluation. As part of this evaluation, we agree to obtain input from school personnel about this student to include in the assessment, and will also observe the student at school. Following the evaluation, we will schedule a meeting with the family to review the results and then forward the report to both the school district and family within 48 hours of that meeting.

The fee for the evaluation is \$4500 (\$4200 for the evaluation, and \$300 for travel) payable upon receipt of the final report, accompanied by an invoice. Should the School District request our attendance at any subsequent meeting, there is an additional fee of \$300.00.

By signing this contract, East Stroudsburg School District agrees to these terms.

School District Official (Name and Title)

Date: _____



Mary F. Lazar, Psy.D.
Pediatric Neuropsychologist
PA Licensed Psychologist #PS-006421-L
PA Certified School Psychologist

Date 03/04/2019



Photo Booth Rental Event Details

- ❖ Type of Event Prom Date 5-4-19
- ❖ East Stroudsburg South
- ❖ Client Name(s) Debra Ecenbarger
- ❖ Client Contact Information
Phone 570 807-0489 Alt Phone _____
Email debra-ecenbarger@esasd.net
Mailing Address 279 No Courtland St
E. Stroudsburg PA 18301
- ❖ Alternate Contact for day of event
Name Mr. Phillips Phone 484-895-5366
- ❖ Event Location and Address The Palace 623
Hanover ave Allentown Pa
- ❖ Event Time for Photo Booth Services to Start 5:30 and End 9:30
- *All packages are consecutive hours! Break up of time will have additional fees added.
- *Magical Occasions Photo Booth attendants will arrive approx. 1 hour prior to start time
- ❖ Standard Package – 4 hours \$800
- ❖ Custom Add Ons available Flash Drive _____
- ❖ Step and Repeat Backdrop _____ Scrapbook _____
- Custom Logo _____ Additional Hours _____

Magical Occasions Service Contract

The following contract and terms will set forth an agreement between Magical Occasions and the client for photo booth services. This written contract supersedes all oral agreements between the parties.

A non-refundable deposit of \$100 is due upon signing of this contract. The remaining amount is due in full fourteen days (14) prior to event. We do not secure your date on our calendar until the deposit is received. If the rental time period exceeds the service period agreed to in this contract at the request of the Client, the overage will be billed to the Client at the rate of \$100.00 per hour. Payment for any overage in time must be paid before additional hours are provided. Client will arrange for an appropriate space for the photo booth at venue. The photo booth requires a space 6' x 10'. Client is responsible for ensuring power is available for the photo booth (110V, 5 amps, 3-prong outlet). If Magical Occasions is to supply a scrapbook table, client agrees to provide ample space for such table as necessary. If photo booth is to be used in an outdoor setting, prior arrangements must be made with Magical Occasions. Client is responsible for ensuring that the photo booth is under protective covering and level ground. Any request for a date change must be made thirty (30) days in advance of the original event date. If possible, Magical Occasions will make every attempt to accommodate the date change. All deposits are nonrefundable. If services are cancelled less than 14 days of the event, the full balance is due to Magical Occasions. There will be no refunds.

Magical Occasions reserves the right to discontinue services at any such time during the event that the photo booth attendant or Magical Occasions feels that the integrity or safety of the attendants and/or the providers equipment is compromised. Client acknowledges responsibility for any damage or loss to the photo booth equipment caused by: a) Any misuse by the Client or their guests, or b) Any theft or destruction of equipment including but not limited to props, camera, computer, and printer. Client hereby grants Magical Occasions the right and permission to use the pictures of any photo booth user who may be included intact or in part, for illustration, promotion, advertising, or any other purpose. In addition, Notification of this model release to guests is the sole responsibility of the Client.

Please Sign and Date

Signature Debra Ecenbarger Date 2-19-19

Total Due \$800 Non-refundable Deposit due with this contract \$100.00 Made Payable to VIC MALVO

Balance \$700 to be paid 14 days prior to event

Visa/MasterCard accepted

Magical Occasions

magician@ptd.net
351

(570) 828-1460

EAST STROUDSBURG AREA SCHOOL DISTRICT
Independent Contractor Agreement

To be used when contracting with an out of District consultant or contractor for professional services

THIS AGREEMENT is made this 1st day of March, 2019, by and between:

EAST STROUDSBURG AREA SCHOOL DISTRICT (the "District") with its principal office located at 50 Vine St. East Stroudsburg, PA 18301

AND

Midge McCloskey (the "Contractor") of The Shawnee Playhouse

In consideration of the mutual agreements contained in this document, the parties, intending to be legally bound, agree as follows:

1. Nature of Position

- (a) District will engage Contractor and Contractor will accept such engagement as is outlined in Schedule A and will undertake and perform such duties and services as are set forth in Schedule A and as may reasonably be further assigned to him/her by the Board of School Directors or by its Superintendent, or her/his designee.
- (b) Contractor will be engaged as an independent contractor and not an employee of the District and, except as otherwise provided in Schedule A, will determine his/her own method of operation in accomplishing such tasks as may be assigned. Contractor will not be entitled to receive any compensation, commissions or benefits other than those expressly provided in this Agreement.

2. Scope of Duties

- (a) Contractor shall provide contracted services as outlined in Schedule A.
- (b) Contractor certifies that he/she has no outstanding agreement or obligation that conflicts with any of the provisions of this Agreement, or that would preclude Contractor from complying with the provisions hereof.

3. Breach of Agreement

The Contractor and the District agree that Monroe County Magisterial District Court 43-2-02 and/or the Court of Common Pleas of the 43rd Judicial District, Monroe County, Pennsylvania shall have venue and jurisdiction over any dispute or

SCHEDULE A

Description of Service to be performed (be specific):

The Shawnee Playhouse will present a performance entitled "Schoolhouse Rock Jr." to the families of Bushkill Elementary School for our *Family Dinner Theater*, a Title I family engagement event. This production which is similar to the classic cartoon "Schoolhouse Rock" will integrate math, history, grammar and other subjects into songs to engage the audience.

Length of performance: 60 minutes

Location of Services:

Bushkill Elementary School

Effective Date: April 30, 2019

Professional Fee:

a) Rate (Daily/Hourly/Other): \$ 500.00
Time (Days/Hour/Other): _____
Total Cost: \$ _____

b) Fixed Rate: \$ _____

c) Are expenses included? ☒ YES ☐ NO

If no, please itemize:

Budget Code: Title I: 10-3310-330-412-10-211-000-000-9192 Department: Title I

District Initiator: 

Authorization for Payment: _____ Date: _____

Purchase Order # _____

353

NATIONAL CONSTITUTION CENTER

525 Arch Street ★ Independence Mall ★ Philadelphia, PA 19106
215.409.6800 ★ constitutioncenter.org

2019 GROUP SALES CONTRACT

Thank you for choosing the National Constitution Center for your group visit. We assure you that your visit will be a rewarding and memorable experience for everyone. Please read and sign the below contract and distribute to chaperones and group leaders visiting with your group. Your group reservation is subject to the terms and conditions of this contract. Your group reservation will not be confirmed until the National Constitution Center ("NCC") receives a signed copy of this contract.

Chaperone/Photograph Policy: One chaperone is free and required for every 10 students in the group. Upon check-in, additional chaperones not accounted for in the final headcount will receive the group rate, subject to availability. Balance for additional chaperones must be collected prior to completion of the group check-in; individual payments will not be accepted. Chaperones must be at least the age of 21. Chaperones may include teachers, staff, and parents. Chaperones are responsible for student behavior. All chaperones must inform themselves on the policy and procedures of the NCC prior to the group visit. Please refer to our *Chaperone's Guide to a Great Visit*, available at https://constitutioncenter.org/media/files/Chaperone_Guide_and_Maps.pdf, for tips to guarantee your group has a fun, safe, and memorable experience. Students must be supervised by chaperones at all times during the group visit. To ensure the safety and enjoyment of your group, students, chaperones, and group leaders must adhere to any and all instructions given by NCC staff and any NCC policies. Failure to follow these guidelines may result in the group's removal from the National Constitution Center. Personal Care Attendants of students and visitors with disabilities are admitted to the National Constitution Center free of charge, and are not counted among the free chaperones under the chaperone quota outlined above. You hereby acknowledge that the group/school has received permission from each visitor and/or such visitor's parent/legal guardian (if applicable) to visit the National Constitution Center and to permit the National Constitution Center to photograph or record such visitor in public areas during the group visit, which may be used for educational, promotional, advertising, and other purposes without further authorization or compensation.

Lunchroom: Advanced reservations and a lunchroom fee (\$15 per group) are required for student/youth groups choosing to bring their own bagged lunches. Individual lunches must be bagged/boxed together with the group's name clearly labeled on it. The lunchroom fee is non-refundable and will be added to the total cost of the reservation. Boxed lunches for groups are available for purchase, and must be ordered at least 10 days in advance of your visit. Contact Brûlée Catering at 215.409.6639 for menus and pricing. **Please note:** Brûlée Catering is the NCC's exclusive caterer; therefore, with the exception of bagged lunches in the lunchroom, outside food is not permitted.

Deposit Policy: You will receive an invoice summarizing the costs and fees for your group reservation soon after making your reservation. A twenty-five (25) percent non-refundable deposit is due ten (10) days after the invoice date, unless otherwise stated in the invoice. Deposits can be paid over the phone with any major credit card (except Discover). Failure to pay the deposit and/or the final balance when due may result in the cancellation of your group's reservation. **Purchase Orders (P.O.)** are also an acceptable method of payment. The P.O. must be received 10 days prior to the group visit. P.O.'s will not be accepted on the day of visit. Payment from P.O. must be received within 30 days after visit.

Final Count and Payment Policy: A final headcount of the group number, including chaperones, and payment of the outstanding balance are due seven (7) days prior to the group visit. Groups booking within seven (7) days of a visit will be required to sign this contract and provide full payment via credit card (except Discover) upon making their reservation. If paying by check, please make checks payable to the "National Constitution Center" and mail to the above address, attention: Group Sales. Any overpayments may be applied to a future visit. **All payments (including deposits) are final and non-refundable.** Failure to pay the final balance may result in the cancellation of your group's reservation.

National Constitution Center Members: NCC members are welcome to visit the NCC with a group; however any Members that are part of your group that wish to use their free member tickets do not count toward the fifteen (15) person minimum to qualify for the group discount.

Cancellation Policy: Please notify the Group Sales Department at least seventy-two (72) hours in advance if your group must cancel. Your reservation may be rescheduled based on availability. All payments will be applied to a future visit if cancellation is made at least seventy-two (72) hours in advance of the group visit. Payments will not be applied to an upcoming visit if the Group Sales Department is not notified of the cancellation at least seventy-two (72) hours prior to the scheduled visit. No refunds will be given for cancelled group visits. **All payments (including deposits) are final and non-refundable.**

Late Arrival Policy: If your group is running late for their scheduled visit (and will not arrive by the time listed on the final invoice), the group may be reassigned into a new entry time based on availability.

By signing this contract below, you acknowledge that you have read, understand, and will be bound by the terms of this Group Sales Contract. Please sign and mail this contract to the National Constitution Center, Attn: Group Sales or fax to 215.409.6650.

GROUP NAME: J.T. Lambert Intermediate School Order #: _____

Date of Visit: 5/9/19

On-site Contact: _____

Authorized Signature: _____

On-site Contact Cell Phone #: 570-424-8430

Approximate amount \$ 1,170.00 354

**EAST STROUDSBURG AREA SCHOOL DISTRICT
Independent Contractor Agreement**

To be used when contracting with an out of District consultant or contractor for professional services

THIS AGREEMENT is made this 1st day of March, 2019, by and between:

EAST STROUDSBURG AREA SCHOOL DISTRICT (the "District") with its principal office located at 50 Vine St. East Stroudsburg, PA 18301

AND

Dr. Melissa Sadin (the "Contractor") of Ducks and Lions: Trauma Sensitive Resources, LLC

In consideration of the mutual agreements contained in this document, the parties, intending to be legally bound, agree as follows:

1. Nature of Position

- (a) District will engage Contractor and Contractor will accept such engagement as is outlined in Schedule A and will undertake and perform such duties and services as are set forth in Schedule A and as may reasonably be further assigned to him/her by the Board of School Directors or by its Superintendent, or her/his designee.
- (b) Contractor will be engaged as an independent contractor and not an employee of the District and, except as otherwise provided in Schedule A, will determine his/her own method of operation in accomplishing such tasks as may be assigned. Contractor will not be entitled to receive any compensation, commissions or benefits other than those expressly provided in this Agreement.

2. Scope of Duties

- (a) Contractor shall provide contracted services as outlined in Schedule A.
- (b) Contractor certifies that he/she has no outstanding agreement or obligation that conflicts with any of the provisions of this Agreement, or that would preclude Contractor from complying with the provisions hereof.

3. Breach of Agreement

The Contractor and the District agree that Monroe County Magisterial District Court 43-2-02 and/or the Court of Common Pleas of the 43rd Judicial District, Monroe County, Pennsylvania shall have venue and jurisdiction over any dispute or

SCHEDULE A

Description of Service to be performed (be specific):

Two days of professional development in creating a trauma sensitive school program. As per quote dated 2/28/19.

Location of Services:

ESASD Board Room

Effective Date:

June 24, 2019 to June 25, 2019

Professional Fee:

a) Rate (Daily/Hourly/Other): \$ _____
Time (Days/Hour/Other): _____
Total Cost: \$ _____

b) Fixed Rate: \$ 6,000

c) Are expenses included? ☒ YES ☐ NO
If no, please itemize:

Budget Code: 10-2271-330-361-00-
000-000-000-9172 Department: PCCD School Safety and Security Grant

District Initiator: Erin Dreusbaen

Authorization for Payment: _____ Date: _____

Purchase Order # _____

DR. MELISSA SADIN

Ducks & Lions: Trauma Sensitive
Resources
12 Riviera Drive
Somerville, NJ 08876
(908) 256-1302
Melissa.sadin@gmail.com
www.traumasensitive.com

Quote for Professional Services

Bill To:
Erin Dreisbach, LSW Coordinator of Social Services Grades 6-12 East Stroudsburg Area School District 50 Vine Street East Stroudsburg, PA 18301

Date of Quote
2/28/19

Date of Service	Service / Misc. Expense	Hours/Quantity	Amount
2/24-25/19	Day 1 and 2 (two separate groups trained in days 1 and 2)	@ \$3000 / day	\$6000.00
		Balance Due	\$6000.00

All checks payable to:
Melissa Sadin
12 Riviera Drive
Somerville, NJ 08876

*It's been a pleasure to serve you!
Thank you for your business!*

The Palace Center

623 Hanover Avenue Allentown, PA 18109

Agreement of Services and Event Booking

Patron hereby applies for the services and use of The Palace Center facilities located at 623 Hanover Avenue, Allentown, PA 18109 (hereinafter referred to as "the Services") and agrees to the following conditions and payment policies (hereinafter referred to as "the Agreement"):

Name of Organization: East Stroudsburg High School South

Event Day/Date: Saturday May 16th, 2020

Event Times: TBD

1. Price Quotation: Room/M meal quotations given to the Patron by The Palace Center for the Services may be increased at any time up to 180 days prior to the date on which the Services are actually provided. Within said 180-day period The Palace Center agrees not to raise its price quotations more than 5% for the Services.

2. Guarantee of Event Order: For all functions, the exact number of persons to attend must be specified to The Palace Center at least **14 days** in advance of the scheduled event. This number so specified will be considered definite, not subject to reduction, and changes will be made accordingly. In addition, the banquet event order (BEO) will be presented for a final approval and signature 7 to 10 days prior to the scheduled event. The Palace Center cannot be responsible for providing additional service to more than 5% (five percent) of the final guarantee attendance number specified. The final attendance guarantee shall not be less than the minimum attendance specified herein 400 ppl. Any changes made to the banquet event order (BEO) after the final approval will incur an additional charge of 100 dollars for each change. The Palace Center sets a minimum attendance guarantee for each space reserved. If the Patron's final attendance number is lower than the room's minimum, The Palace Center reserves the right to transfer Patron's function to another room at the discretion of The Palace Center Management.

3. Taxes & Service Fees: 6% Pennsylvania sales tax may be imposed or be applicable to the Agreement and to the Services rendered by The Palace Center are in addition to the prices charged by The Palace Center for the Services, and the Patron agrees to pay the same. The 20% Service Fee is not an optional Gratuity and must be paid at the rate specified at the time of the original booking. Gratuities are at the discretion of the Patron and are greatly appreciated by the staff.

4. Deposit: This Agreement requires a deposit of 1000 dollars minimum or if total estimated bill is less than 1000 dollars, 50% (fifty percent) of the entire anticipated bill.

5. Payment Agreement:

Twelve months prior to the scheduled event, 50% (fifty percent) payment of the estimated bill must be made by cash or bank check made payable to The Palace Center or as indicated here.

Three months prior to all scheduled events, 50% (fifty percent) payment of the remaining estimated bill must be made by cash or check payable to The Palace Center.

Full Payment for all scheduled events is required **14 days** prior to scheduled event based on the final attendance guarantee and is payable by cash or bank check. If advance payment is not made, The Palace Center may terminate this Agreement and retain the full dollar amount of the Patron's initial deposit in the case that either the 50% payment at nine months preceding all scheduled events, or the full payment at 14 (fourteen) days preceding all scheduled event is not paid.

All credit card payments incur a 4% surcharge.

6. Corporate Payment Options are at the discretion of The Palace Center and **may** include the following:

- i. Direct billing only upon advance credit approval. Credit will only be considered for a corporate account and must be applied for 30 days prior to function. Direct bill clients are not exempt from deposit-cancellation policy.
- ii. Credit Card information on file that has been used for previous payments or deposits will be used for full payment when cash or check is not presented upon 7 days preceding all scheduled events

7. Cancellation Policy: In the case that Patron cancels scheduled event or otherwise terminates or

The Palace Center

623 Hanover Avenue Allentown, PA 18109

breaches this Agreement, The Palace Center shall be entitled to retain the following charges:

The deposit securing the booking is forfeited if the function is cancelled for any reason.
Within nine months of the scheduled event, any payment is completely non-refundable.

Within more than nine months of the scheduled event, 25% (twenty five percent) of payment is refundable. _____

All Cancellations must be submitted in writing via US Postal Service and will be effective upon receipt by The Palace Center. _____

8. Provision of Food and Beverages: No beverages or food of any kind will be permitted to be brought into or taken out of The Palace by the Patron or any of Patron's guests or invitees from off the premises.

9. Facility Use: Event space is available to Patron and Vendors 2-3 hours prior to scheduled said event.

10. Conclusion of Events: Afternoon functions based on 3-4 hour rental shall conclude no later than 4:00 pm. Evening function based on 5-6 hour rental shall conclude no later than 12:00 midnight. Patron and vendors are responsible to remove all personal and rented items at the conclusion of their event. Please note that The Palace Center cannot ensure the security of items left unattended in function rooms.

11. Menu and Liquor Selections: All menu and liquor selections shall be considered definite and not subject to change after signing the final BEO or a 100 dollar fee will incur per change.

12. Excused Non-Performance: It is specifically agreed that The Palace Center shall not be liable for any failure to provide the Services or facilities herein described due to, but not limited to, strikes, labor disputes, accidents, government (federal, state, or municipal) restrictions or requirements, or any other event or circumstance beyond the control of The Palace Center. Any such non-performance shall be excused and The Palace Center may terminate this Agreement without further liability of any nature, upon return of Patron's payments.

13. Indemnity: In consideration of the furnishing of the Services and facilities herein described and the entering into this Agreement by The Palace Center, the Patron hereby agrees to indemnify, save and hold harmless The Palace Center, its agents, representatives, successors and assigns from any and all damages, liability, costs and expenses which may be incurred by The Palace Center as a result of providing the Services and facilities herein described.

14. Displays of Decorations & Patrons Property: All displays and exhibits must have the prior written approval of The Palace Center and must conform to all applicable government fire ordinances and cannot be tacked or taped to the furniture, walls, partitions, or ceilings. Any personal property of Patron or Patron's guests or invitees brought onto the premises of The Palace Center and left here on, either prior to, during or following the event, shall be at the sole risk of Patron, and The Palace Center shall not be liable for any loss or damage to any such property for any reason.

15. Damage to Property of The Palace Center: Damages, defacement of property, theft, or vandalism to either interior or exterior property of The Palace Center by Patrons or their Guests will be the responsibility of the Patron(s) whose signature(s) appears below. Full replacement value will be demanded should any of these occur and is billable to the credit card held on file.

16. Security: The Palace Center reserves the right to impose a security officer charge if it deems necessary.

17. This Agreement must be signed by both parties in order to be deemed contractually valid. Please return the signed contract within 10 days of holding your reservation of room or your space may be released.

Name and Signature of Patron (please print & Sign)

Date

The Palace Center Representative (please print & Sign)

Date

RESOLUTION

CONCERNING COLONIAL INTERMEDIATE UNIT 20 BUDGET

Section 914-A (6)(i) Act 102 of 1970, requires that the Intermediate Unit Budget shall be approved by "at least a majority of school districts comprising the Intermediate Unit."

At a meeting on _____, 2019, the members of the Board of Directors of the

East Stroudsburg Area School District, a member of the Colonial Intermediate Unit 20, voted on the following budgets, as recorded in the Minutes of the Board for fiscal year July 1, 2019, to June 30, 2020:

GENERAL OPERATING BUDGET, INCLUDING:

Educational Support Services

Human Resources and Research Services

Curriculum and Instructional Services

Instructional Material Services

TOTAL - \$3,578,320

VOTE: YEA _____ NAY _____ ABSTAIN _____ ABSENT _____

President

Secretary

INSTRUCTIONS: Each school district will file one copy of this form with the Intermediate Unit office and it shall be made part of the Intermediate Unit budget file to confirm to compliance with Section 912-A(6)(i), Act 102 of 1970.

360

East Stroudsburg Area School District

Enrollment Count Matrix

Count of all actively enrolled students for the current school year. Note: students with multiple building enrollments (ME) will be counted once. See details for building choice.

BLDG	GRADE HMRM	EI	KF	01	02	03	04	05	06	07	08	09	10	11	12	HmRm Total
BES	All	0	52	53	57	62	79	81	0	0	0	0	0	0	0	384
	BES Total	0	52	53	57	62	79	81	0	0	0	0	0	0	0	384
CHSC	All	0	16	10	8	19	9	27	20	27	28	28	26	32	24	274
	CHSC Total	0	16	10	8	19	9	27	20	27	28	28	26	32	24	274
EHN	All	0	0	0	0	0	0	0	0	0	0	250	252	235	232	969
	EHN Total	0	0	0	0	0	0	0	0	0	0	250	252	235	232	969
EHS	All	0	0	0	0	0	0	0	0	0	0	332	335	315	331	1313
	EHS Total	0	0	0	0	0	0	0	0	0	0	332	335	315	331	1313
ESE	All	0	96	110	130	99	109	122	0	0	0	0	0	0	0	666
	ESE Total	0	96	110	130	99	109	122	0	0	0	0	0	0	0	666
HOME	All	0	2	2	4	7	2	7	10	0	11	6	5	6	6	68
	HOME Total	0	2	2	4	7	2	7	10	0	11	6	5	6	6	68
IU20	All	1	8	13	19	11	6	11	6	11	16	12	9	11	11	145
	IU20 Total	1	8	13	19	11	6	11	6	11	16	12	9	11	11	145
JMH	All	0	79	74	83	81	77	74	0	0	0	0	0	0	0	468
	JMH Total	0	79	74	83	81	77	74	0	0	0	0	0	0	0	468
JTL	All	0	0	0	0	0	0	0	308	328	304	0	0	0	0	940
	JTL Total	0	0	0	0	0	0	0	308	328	304	0	0	0	0	940
LIS	All	0	0	0	0	0	0	0	249	218	228	0	0	0	0	695
	LIS Total	0	0	0	0	0	0	0	249	218	228	0	0	0	0	695
MSE	All	0	55	62	80	75	95	100	0	0	0	0	0	0	0	467
	MSE Total	0	55	62	80	75	95	100	0	0	0	0	0	0	0	467
OOD	All	0	1	0	1	1	0	0	0	1	2	1	5	4	5	21
	OOD Total	0	1	0	1	1	0	0	0	1	2	1	5	4	5	21
RES	All	0	84	88	71	82	90	87	0	0	0	0	0	0	0	502
	RES Total	0	84	88	71	82	90	87	0	0	0	0	0	0	0	502
SMI	All	0	56	60	57	71	67	49	0	0	0	0	0	0	0	360
	SMI Total	0	56	60	57	71	67	49	0	0	0	0	0	0	0	360
Total All Buildings		1	449	472	510	508	534	558	593	585	589	629	632	603	609	7272

NOTES:

1. (NA) indicates students not assigned to any homeroom.
2. Student homeroom assignments are based on current enrollment.

361