

# Memo

**To:** Pat Ditri – Business Office

**From:** Phyllis Lang- Athletics 

**Date:** 1/29/2015

**Re:** Please add to the agenda for the next Board Office Meeting

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Please add to your agenda for the next Board Meeting!

Expenditures in excess over \$1000.00

- 1) Estimation for a the football club to pay for apparel for the entire team. The team has been fundraising throughout the off season with a can -a-thon.

See attached.

Phyllis

EXHIBIT B-1

**Student Organization Fund Approval for Expenditure in Excess of \$1,000.00**

SCHOOL : Union High School-HS Football Club.

1/29/2015

DEPARTMENT: Athletics

Vendor: Sports Paradise

VENDOR AMOUNT : \$10,000.00 approx.

PURPOSE OF EXPENDITURE [attach appropriate invoice(s)]: This check will be for sports apparel for The Football team. WE are collecting at local stores as a can a thon throughout the off season. The funds will be to purchase team sweat apparel.

In accordance with the Student Organization Fund – Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.

Linda Ionta- Director of Athletics, Phys Ed, Health & Nurses  
NAME

\_\_\_\_\_  
SIGNATURE

\*\*\*\*\*

Per the Student Organization Funds – Policy and Procedural Manual, student bodies, only written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.

I approve the purchase of goods/services per the attached.

\_\_\_\_\_  
James J. Damato, Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manuel E. Vieira, Business Administrator

\_\_\_\_\_  
Date

Student Organization Fund for Expenditure in Excess of \$1,000.00

SCHOOL UHS  
ACCOUNT NAME Chorus/Band Fundraiser  
VENDOR Gertrude Hawk

DATE 4/1/15  
ACCT.# 2045  
AMOUNT \$ 3,899.18

PURPOSE OF EXPENDITURE (ATTACH APPROPRIATE INVOICE(S)):

fundraiser payment  
see attached

In accordance with the Student Organization Funds – Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.00

Laurie DelGuerco  
NAME  
[Signature]  
SIGNATURE

BOARD APPROVAL DATE: 4/21/15

Per the Student Organization Funds – Policy and Procedure Manual, student bodies, only with written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.00

I approve the purchase of goods/services per the attached.

JAMES J. DAMATO, BOARD SECRETARY

DATE

Manuel E. Vieira, Business Administrator

DATE

COMPLETE SECTION I ONLY

Date 3/23/15

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION to

pay \$ 3899.18 to the order of: Gertrude Hawk

and charge the account of: Spring trip/chow/rent Acc't. No. 45

Purpose: fundraises

Disney trip  
Club or Activity

[Signature]  
Faculty Adviser - Signature

\*\*\*\*\*

II. Account Balance \$ 17,465.67

Verified by [Signature]

Date 4/1/15 Comment \_\_\_\_\_

III. Approved Board Approval  
Principal - Signature

Date 4/1/15

IV. Date Paid \_\_\_\_\_

Check No. \_\_\_\_\_

Account No. \_\_\_\_\_

Processed by \_\_\_\_\_

SUPERINTENDENT'S APPROVAL

|  |  |  |  |
|--|--|--|--|
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# Gertrude Hawk

## CHOCOLATES



9 Keystone Park • Dunmore, PA 18512

Phone: (570) 342-7556

Toll Free: 1-800-822-2032

Page 3 of 5

121034

Attn: AL LEVITZ/LAURA MULLER  
UNION HIGH SCH MARCHING BAND  
2350 NORTH 3RD STREET

UNION, NJ 07083

### TERMS:

1% DISCOUNT IN 15 DAYS; NET 30  
1.5% LATE CHARGE PER MONTH  
AFTER 30 DAYS

| BILL DATE | GROUP #  | LEADERS NAME                 | INVOICE # |
|-----------|----------|------------------------------|-----------|
| 03/12/15  | 121034   | AL LEVITZ/LAURA MULLER       | 053704    |
|           | 12103499 | UNION HIGH SCH MARCHING BAND | 6289.00   |
|           |          | SECTION TOTAL :              | 6289.00   |
|           |          | GROSS TOTAL :                | 6289.00   |
|           |          | DISCOUNT 38.00% :            | - 2389.82 |
|           |          | SUB TOTAL :                  | 3899.18   |
|           |          | AMOUNT PAID :                | 0.00      |
|           |          | CREDITS/CHARGES :            | 0.00      |
|           |          | GRAND TOTAL DUE :            | 3899.18   |

Please Detach and Return this Portion  
with your payment to:

GERTRUDE HAWK CHOCOLATES/FUNDRAISING  
P.O. Box 641639  
Pittsburgh, PA 15264-1639

121034 UNION HIGH SCH MARCHING BAND  
2350 NORTH 3RD STREET  
UNION, NJ 07083

NOTE: RESTOCKING CHARGE OF 15% ON  
RETURNS OVER \$75.00.

Customer # 121034  
Invoice # 053704

You may deduct 38.99  
If you pay by 03/31/15

|                 |  |
|-----------------|--|
| Amount Enclosed |  |
|-----------------|--|

Student Organization Fund for Expenditure in Excess of \$1,000.00

SCHOOL UHS

DATE 4/1/15

ACCOUNT NAME Campers Fund

ACCT.# 2014

VENDOR Fairview Lake YMCA Camp

AMOUNT \$4,032.00

PURPOSE OF EXPENDITURE (ATTACH APPROPRIATE INVOICE(S):

payment for May camping trip

see attached

In accordance with the Student Organization Funds – Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.00

Laurie Del Guercio

NAME

Laurie Del Guercio

SIGNATURE

BOARD APPROVAL DATE: 4/21/15

Per the Student Organization Funds – Policy and Procedure Manual, student bodies, only with written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.00

I approve the purchase of goods/services per the attached.

JAMES J. DAMATO, BOARD SECRETARY

DATE

Manuel E. Vieira, Business Administrator

DATE

COMPLETE SECTION I ONLY

Date 3-23-15

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION to pay \$ 4032.<sup>00</sup> to the order of Fairview Lake YMCA Camp and charge the account of Campers Acc't. No. 2014

Purpose: Payment for Camping trip  
for May 5, 6, 7, 8

Camping Trip  
Club or Activity

Kathy Brooks  
Faculty Adviser - Signature

\* money will be in account by time of trip  
\*\*\*\*\*

II. Account Balance \$552.54\* Verified by [Signature]  
Date 4/1/15 Comment \*Check will not be cut until all money is deposited

III. Approved Board Approval Date 4/1/15  
Principal - Signature

IV. Date Paid \_\_\_\_\_ Check No. \_\_\_\_\_ Account No. \_\_\_\_\_

Processed by \_\_\_\_\_

SUPERINTENDENT'S APPROVAL

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**FAIRVIEW LAKE YMCA CAMP & CONFERENCE CENTER**

1035 FAIRVIEW LAKE ROAD

NEWTON, NJ 07860 (973) 383-9282

**GROUP APPLICATION AND RENTAL AGREEMENT**

Group Name Union High School Primary Phone # 908-851-6501 Ext. \_\_\_\_\_

Address of Group 2350 No. Third St.; Union, NJ 07083

Secondary Phone # 908-577-1838 Cell # 908-577-1835

Email Address kbrooks@twpunionschools.org Fax # 908-687-5204

Group Coordinator Kathy Brooks

Address of Group Coordinator (if different from above): \_\_\_\_\_

Unit(s) Rented Wickapeck For purpose of EE

Arrival Date 05/05/2015 Time 10:15 app Departure Date 05/08/2015 Time 4:30-5:00

First Meal Required Tues. Lunch Last Meal Required Fri. Lunch

Guaranteed Minimum Number of Students in Group 15 Adults 3

Cost of Services as stated on attached sheet, see Exhibit A.

Deposit Due \$ 864.00 Office Use- Rec. # & Date 2221496 12-14-14

Rate per person \$ 192.00 (Includes Ice Cream Social)

|                    |              |
|--------------------|--------------|
| <b>Females</b>     | <b>Males</b> |
| <u>2</u> Adults    | <u>1</u>     |
| <u>5</u> APP Youth | <u>9</u> APP |
| <u>7</u> Total     | <u>10</u>    |

**IMPORTANT!!**  
Certificate of Insurance required  
with Contractual Agreement

*21 people*

**SERVICES DESIRED**

\*Snack **No** \*Ice Cream Social **Yes** \*S'mores **No** \*additional charges  
Please make any changes to above.

Check below all that apply:

TV/DVD  Meeting Place  Swimming  Campfire  Rowboat/Canoe  Archery  
 Trading Post (store service) Other Activities: \_\_\_\_\_

**Special Food Needs:** Vegetarians # \_\_\_\_\_ Vegans # \_\_\_\_\_ Other dietary needs: \_\_\_\_\_



Student Organization Fund for Expenditure in Excess of \$1,000.00

SCHOOL UHS

DATE 4/1/15

ACCOUNT NAME K. Brooks Field Trips

ACCT.# 2208

VENDOR Top of Union Board of Education

AMOUNT <sup>\$</sup> 1,035.00

PURPOSE OF EXPENDITURE (ATTACH APPROPRIATE INVOICE(S)):

transportation for 6/2/15 field trip to Point Pleasant, NJ  
by Vitani

In accordance with the Student Organization Funds – Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.00

Laurie DelGuercio  
NAME

Laurie DelGuercio  
SIGNATURE

BOARD APPROVAL DATE: 4/21/15

Per the Student Organization Funds – Policy and Procedure Manual, student bodies, only with written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.00

I approve the purchase of goods/services per the attached.

JAMES J. DAMATO, BOARD SECRETARY

DATE

Manuel E. Vieira, Business Administrator

DATE

COMPLETE SECTION I ONLY

Date 3-23-15

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION to pay \$ 1,035.00 to the order of Triad Union Board of Education and charge the account of Field Trip, K. Brooks Acc't. No. 2268

Purpose: Payment for Bus to Pt Pleasant NJ. for June 2, 2015

Science/Reading/Eng  
Club or Activity

K. Brooks  
Faculty Adviser - Signature

\*\*\*\*\*

II. Account Balance \$ 220.00\* Verified by (Dolan)

Date 4/1/15 Comment \*Check will not be cut until all money is deposited

III. Approved Board Approval Date 4/1/15  
Principal - Signature

IV. Date Paid \_\_\_\_\_ Check No. \_\_\_\_\_ Account No. \_\_\_\_\_

Processed by \_\_\_\_\_

|                                   |  |  |  |  |
|-----------------------------------|--|--|--|--|
| <p>SUPERINTENDENT'S SIGNATURE</p> |  |  |  |  |
|-----------------------------------|--|--|--|--|



**Villani Bus Company**  
 811 East Linden Avenue  
 Linden, NJ 07036  
 Phone: 908-862-3333  
 Fax: 908-474-8058  
 Website: www.villanibus.com  
 Email: info@villanibus.com

**Charter Confirmation**

**Kathy Brooks**  
 Union High School  
 2350 N. 3rd. Street  
 Union, NJ 07083 USA

Confirmed: 01/13/15  
 Charter No. : 52246  
 Phone: 908-851-6501  
 Fax: 908-851-6539  
 Order Date 01/13/15  
 SalesRep: Mr.Shabazz

Thank you for selecting **Villani Bus Company** for your upcoming trip. We are committed to providing you with the very best service possible, and I am sure that you will be pleased with the quality of our equipment and drivers. This Confirmation serves as your contract for your transportation needs shown below. We must receive your deposit along with one signed and dated copy of this letter by the due date of the deposit shown below. Please review the following information to confirm our understanding of the services we will provide.

Group Name: **Aqurarium Group**  
 Group Leader: **Kathy Brooks**  
 Destination: **Point Pleasant, New Jersey**  
 Leave Date: **Tuesday, June 02, 2015**  
 Spot Time: **8:45 am**  
 Leave Time: **9:00 am**  
 Pickup Location: **Union High School  
 North 3rd Street  
 Union, New Jersey**

# Coaches: 1  
 Equipment: 1-55 Motorcoach  
 Return Date: **Tuesday, June 02, 2015**  
 Retn\Drop Time: 6:00 pm  
 Destination Details: **Jenkinsons Aquarium  
 Ocean Ave  
 Point Pleasant NJ**

| Description                                   | # Coaches | Qty  | Rate       | Charge     |
|---|-----------|------|------------|------------|
| Single Day Motorcoach Trip                    | 1         | 1.00 | \$1,035.00 | \$1,035.00 |
| Transportation rate does not include gratuity | 1         | 1.00 | \$0.00     | \$0.00     |
| UNSIGNED CONFIRMATION WILL VOID RESERVATION   | 1         | 1.00 | \$0.00     | \$0.00     |

| <u>Due Dates</u> | <u>Description</u> | <u>Amount</u> | <u>Date Received</u> | <u>Transport Charge:</u> |            |
|------------------|--------------------|---------------|----------------------|--------------------------|------------|
| 01/13/15         | Signed Contract    |               |                      | Amount Paid              | \$1,035.00 |
| 07/02/15         | Final Payment      | \$1,035.00    |                      | Balance Due              | \$0.00     |
|                  |                    |               |                      |                          | \$1,035.00 |

If you have not already done so, please remember to send us an itinerary complete with addresses to insure the success of your trip. Please call me if you have any questions.

Sincerely,

\_\_\_\_\_  
 Charter Party Authorized Signature                      Date

Mr.Shabazz

Student Organization Fund for Expenditure in Excess of \$1,000.00

SCHOOL UHS

DATE 4/1/15

ACCOUNT NAME UHSPAC

ACCT.# 2077

VENDOR World Stage

AMOUNT \$7,100.00

PURPOSE OF EXPENDITURE (ATTACH APPROPRIATE INVOICE(S):

main lighting rental for "Sophisticated Ladies"

see attached

In accordance with the Student Organization Funds – Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.00

Laurie DelGuercio

NAME

Faustin DelGuercio

SIGNATURE

BOARD APPROVAL DATE: 4/21/15

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I approve the purchase of goods/services per the attached.

JAMES J. DAMATO, BOARD SECRETARY

DATE

Manuel E. Vieira, Business Administrator

DATE

COMPLETE SECTION 1 ONLY

Date 3/31

I. This will authorize the Treasurer of the UNION HIGH SCHOOL BOOSTER ASSOCIATION to

pay \$ 7,100.00 to the order of World Stage

and charge the account of: UHSBAC Acc't. No. 77

Purpose: Main Lighting Rental Package

John Maric-1  
Club or Activity

[Signature]  
Faculty Adviser - Signature

\*\*\*\*\*

II. Account Balance 5518.59 \*

Verified by [Signature]

Date 4/1/15

Comment \* check will not be cut until all money is deposited.

III. Approved Board Approval

Principal - Signature

Date 4/1/15

IV. Date Paid \_\_\_\_\_

Check No. \_\_\_\_\_

Account No. \_\_\_\_\_

Processed by \_\_\_\_\_

SUPERINTENDENT'S APPROVAL

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## Quote

Order #: S157672  
Project: L- Union High / Sophisticated Ladies  
Revision: 1  
Salesperson: Alison May  
Project Manager: Alison May

259 West 30th Street  
12th Floor  
New York, NY 10001  
212 582 2345 voice  
212 757 6367 fax

Cust ID#: UNI109

|  |   |
|--|---|
| <b>Bill To:</b> Union High School<br>2350 North Third Street<br>Union NJ 07083 | <b>Site:</b><br>2350 North Third Street<br>Union NJ 07083 |
| <b>Attn:</b> James Mosser  | <b>Contact:</b>   |
| <b>Phone:</b> 908-851-6780   | <b>Site Ph:</b>   |
| <b>Fax:</b> 908-851-6780   | <b>Cellphone:</b>   |

| To Site/Customer    | Pick Up             | Order By        | Customer PO      |
|---------------------|---------------------|-----------------|------------------|
| 03/06/2015 03:00 PM | 03/31/2015 05:00 PM | James Mosser    |                  |
| Ship Via            | Return Via          | Rental Duration | Payment Terms    |
| SWI 16'             | SWI 16'             | 14d             | Due Upon Receipt |

## Equipment

| Qty                                 | Item Description                                       | Charge Days |
|-------------------------------------|--|-------------|
| <b>FIXTURES - AUTOMATED</b>         |  |             |
| 15                                  | Vari*Lite 2500 Spot Kit                                | 1.00        |
| 2                                   | Vari*Lite 2500 Spot Kit - Spare                        | 1.00        |
| 12                                  | Martin MAC 301 LED Wash Kit 208v                       | 1.00        |
| 2                                   | Martin MAC 301 LED Wash Kit 208v - Spare               | 1.00        |
| 16                                  | L6-20 Male to Edison Female Adapter - For the MAC 301s | 1.00        |
| 8                                   | Martin MAC 101 LED Wash Kit - 208v                     | 1.00        |
| 2                                   | Martin MAC 101 LED Wash Kit - 208v - Spare             | 1.00        |
| <b>FIXTURES - CONVENTIONAL</b>      |  |             |
| 2                                   | Source 4 Ellipsoidal 50 Degree Kit 575w                | 1.00        |
| 2                                   | Source 4 Ellipsoidal 90 Degree Kit 750w                | 1.00        |
| 6                                   | Source 4 Par NSP Kit @ 750w                            | 1.00        |
| 2                                   | Source 4 Ellipsoidal 14 Degree Kit 750w                | 1.00        |
| <b>FIXTURES - ACCESSORIES</b>       |  |             |
| 2                                   | ETC Ellipsoidal Followspot Kit                         | 1.00        |
| 2                                   | Telrad Finder Scope                                    | 1.00        |
| <b>SPECIAL FX</b>                   |  |             |
| 1                                   | DF-50 Hazer Kit  | 1.00        |
| <b>CONTROL</b>                      |  |             |
| 1                                   | ELO 1928L 19" Touch Screen Monitor Kit                 | 1.00        |
| 1                                   | 5 Way Opto Splitter Kit                                | 1.00        |
| <b>DIMMING, POWER, &amp; DISTRO</b> |  |             |
| 1                                   | 100A PD 110v 12X20A Socapex & Pin Out                  | 1.00        |
| 12                                  | FED-Female Edison to Male Stage Pin Adapter            | 1.00        |

|    |  |      |
|----|--|------|
| 10 | ETC CC20 20A Non-Dim Dual Breaker Module         | 1.00 |
| 1  | ETC CC20 20A Non-Dim Dual Breaker Module - Spare | 1.00 |
| 2  | Autotransformer 1k 120v-15A Kit                  | 1.00 |

**CABLE - MULTI**

|   |  |      |
|---|--|------|
| 1 | 50' 6 CKT Multicable                           | 1.00 |
| 1 | 100' 6 CKT Multicable                          | 1.00 |
| 1 | Multi Breakin Male 6 CKT Stage Pin             | 1.00 |
| 1 | Multi Breakout Female 6 CKT Straight Stage Pin | 1.00 |

**CABLE - L6-20**

|    |  |      |
|----|--|------|
| 15 | 25' 12/3 L6-20 Jumper                  | 1.00 |
| 6  | Twofer L6-20                           | 1.00 |
| 28 | Stage Pin Male to L6-20 Female Adapter | 1.00 |
| 5  | Edison Male to L6-20 Female Adapter    | 1.00 |

**CABLE - 20A STAGE PIN**

|    |                           |      |
|----|---------------------------|------|
| 20 | 5' 12/3 Stage Pin Jumper  | 1.00 |
| 25 | 10' 12/3 Stage Pin Jumper | 1.00 |
| 15 | 25' 12/3 Stage Pin Jumper | 1.00 |
| 5  | 50' 12/3 Stage Pin Jumper | 1.00 |
| 8  | Threefer 20a Stage Pin    | 1.00 |

**CABLE - EDISON**

|    |   |      |
|----|---|------|
| 15 | 10' 12/3 Edison Jumper                      | 1.00 |
| 15 | 25' 12/3 Edison Jumper                      | 1.00 |
| 5  | 50' 12/3 Edison Jumper                      | 1.00 |
| 2  | Edison Waber Strip                          | 1.00 |
| 10 | Edison Cube Tap                             | 1.00 |
| 15 | FED-Female Edison to Male Stage Pin Adapter | 1.00 |
| 15 | MED-Edison Male to Stage Pin Female Adapter | 1.00 |

**CABLE - POWERCON**

|    |                           |      |
|----|---------------------------|------|
| 17 | 25' Powercon Jumper Cable | 1.00 |
|----|---------------------------|------|

**CABLE - 5PIN & 3PIN DATA**

|    |                              |      |
|----|------------------------------|------|
| 12 | 10' 3 Pin XLR Control Cable  | 1.00 |
| 20 | 10' 5 Pin DMX Control Cable  | 1.00 |
| 10 | 25' 5 Pin DMX Control Cable  | 1.00 |
| 5  | 50' 5 Pin DMX Control Cable  | 1.00 |
| 5  | 100' 5 Pin DMX Control Cable | 1.00 |

**RIGGING - PIPE & IRON**

|    |                                  |      |
|----|----------------------------------|------|
| 10 | Sandbag 35 lbs (Lighting)        | 1.00 |
| 6  | 1-1/2" Rigid Cheseboro (Steel)   | 1.00 |
| 6  | 2' 1-1/2" Schedule 40 Pipe - TBE | 1.00 |
| 2  | 3' 1-1/2" Schedule 40 Pipe - TBE | 1.00 |

**PERISHABLES**

|   |                                    |
|---|------------------------------------|
| 1 | 200 yard Spool Black Tie Line SWL* |
| 3 | 2" Black Gaff Tape*                |
| 1 | 2" White Gaff Tape*                |

**SHIPPING**

|   |  |
|---|--|
| 2 | Shipping Charges Lighting - 16' Truck One Way* |
|---|--|

**Quote #:S157672**

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Comments :

|                        |                   |
|------------------------|-------------------|
| <b>Equipment :</b>     | 6375.00           |
| <b>Sales :</b>         | 125.00            |
| <b>Labor :</b>         | 0.00              |
| <b>Misc :</b>          | 0.00              |
| <b>Freight :</b>       | 600.00            |
| <b>Tax :</b>           | 0.00              |
| <b>Quotation Total</b> | <b>\$7,100.00</b> |

Prepared For :James Mosser  
Organization :Union High School

Phone No :908-851-6780

Fax No :908-851-6780



Equipment Lease Agreement

1. LEASE. WorldStageWelsberg, Inc. Lessor hereby leases to Lessee, and Lessee hereby leases and hires from Lessor, all machinery, Equipment and other property (hereinafter collectively referred to as the Equipment) described herein or in additional schedules which or hereafter may be attached hereto or incorporated herein by reference.
2. TERM AND RENT. The term of this lease in respect to each item of Equipment shall commence on Dates outlined above, and terminate on such date as the Equipment has been returned to Lessor, subject in any event to the provisions of this lease.
3. DELIVERY. Lessor will arrange for delivery of the Equipment to the location set forth above on or about the date given to Lessee by Lessor after acceptance of this lease by Lessor. Lessor shall not be responsible for delays in delivery which are caused by acts of God, war, civil disturbance, strike, alarm, fire, flood, transportation contingencies, material or labor shortages, law, regulation, act of order of any government or any other agency or official thereof, or any other causes not within its control. All transportation, insurance and other costs of delivery of the Equipment to the delivery sites and for return of the Equipment upon expiration or other termination of the lease shall be paid by Lessee. Delivery of the Equipment by Lessee to Lessor upon termination of the lease shall be by the same means as said Equipment was delivered by Lessor to Lessee.
4. INSPECTION; NOTICE OF DEFECTS. Lessee shall inspect the Equipment on the same day after its arrival Unless Lessee notifies Lessor, specifying any defect in, or other proper objection to the Equipment, it shall be conclusively presumed as between Lessee and Lessor, that Lessee has fully inspected the Equipment, that the Equipment is in full compliance with the terms of this lease and in good condition and repair and that Lessee is satisfied with and has accepted the Equipment.
5. LOCATION AND USE. The Equipment will at all times be and remain in Lessee's possession and control. The Equipment shall at all times be used and operated in a careful and proper manner and in compliance with (i) all applicable laws, rules and regulations of any government authority; (ii) all conditions and requirement of any policy or policies of insurance required to be carried under the terms of this lease; and (iii) all instructions of Lessor.
6. REPAIRS AND ALTERATIONS. Lessee shall not make any repairs, alterations, additions or improvement to the Equipment without the prior written consent of the Lessor. All additions and improvement of whatever kind and nature made to the Equipment shall belong to and become the property of Lessor upon the expiration or earlier termination of this lease.
7. LOSS AND DAMAGE. Lessee hereby assumes and shall bear the entire risk of loss or damage to the Equipment from any and every cause whatsoever while the same is in transit or in the possession of Lessee. No loss or damage to the Equipment or any part thereof shall affect or impair any obligation of Lessee under this lease which shall continue in full force and effect. Lessee shall promptly advise Lessor of Equipment lost or damaged and the circumstances and extent of such damage. In the event of loss or damage of any kind whatever to the Equipment or any item thereof Lessee shall, at Lessors option, and at Lessees expense, either (i) place the same in good repair, condition and working order; or (ii) remit current retail price charged by Lessor to replace Equipment. Rental term and payment thereby due shall continue until the Equipment is returned or replacement payment is received by Lessor pursuant to this paragraph.
8. SURRENDER. Upon the expiration or earlier termination of this lease, Lessee shall return the Equipment to Lessor in good repair, condition and working order, ordinary wear and tear resulting from proper use thereof alone excepted, by delivering it, packed and in suitable form for shipment, to such place or carrier as Lessor may specify.
9. INSURANCE. Lessee shall obtain property damage and liability insurance on the Equipment, at its own cost and expense, in such amounts, against such risks, in such form and with such insurance carriers as shall be satisfactory to Lessor. Lessee shall furnish to Lessor a certificate for the insurance carrier or other evidence satisfactory to Lessor that such insurance coverage is in effect. Each such insurance policy will name Lessee as an insured and Lessor and an additional insured and shall contain a clause requiring the insurer to give to Lessor at least 10 days prior notice of any alteration in the terms thereof or of the cancellation thereof. Lessee to provide adequate security for Lessors equipment while in its possession and on location.
10. INDEMNITY. Lessee shall indemnify and save Lessor harmless from any and all liabilities, claims, losses, damages or expenses of any kind or nature whatsoever arising out of the ownership, selection, possession, leasing operation, control, uses, maintenance, delivery and or return of Equipment.
11. TAXES. In addition to the Total Monthly Rent provided herein, Lessee shall pay or reimburse Lessor for all taxes, fees, charges, license, and assessments whatsoever an however designated, where based on the rent or levied, assessed or imposed upon the Equipment or upon or in respect of the manufacture, purchase, delivery, ownership, leasing or use or return of the Equipment, now or hereafter levied, assessed or imposed during the term of the lease under the authority of a federal, state or local taxing jurisdiction, regardless of when and by whom payable. Applicable sales and use taxes will be added to the Total Monthly Rent unless Lessee provides satisfactory evidence of direct payment of a valid exemption certificate. In the event Lessee shall fail to procure or maintain insurance or to pay fees, assessments, charges, taxes and expenses, all as herein required, Lessee shall have the right, but shall not be obligated, to effect such insurance or pay said fees, assessment, charges, taxes and expenses. In such event, the cost thereof shall be repayable to Lessor and failure to repay the same shall carry with it the same consequences as failure to pay rent or any installment thereof.
12. WARRANTY. Lessor warrants that the Equipment when delivered will be in good working order and free from defects in materials and workmanship. THIS CONSTITUTES THE SOLE WARRANTY MADE BY LESSOR, EITHER EXPRESS OR IMPLIED, SUCH WARRANTY BEING EXTENDED ONLY TO LESSEE AS ORIGINAL LESSEE THERE ARE NO OTHER WARRANTIES, EXPRESS OR IMPLIED, WHICH EXTEND BEYOND THE FACT HEREOF, INCLUDING THE IMPLIED WARRANTIES OF MERCHANT ABILITY AND FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL LESSOR OR ITS ASSIGNS BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES.
13. DEFAULT. Any of the following events or conditions shall constitute an Event of Default hereunder. (a) Lessee shall fail to pay when due any installment of rent or any other amount provided for this lease or any schedule, or such failure shall continue. For three days after the due date thereof, (b) Lessee shall default in the performance of any obligation, term or condition of this lease or any other agreement between Lessor and Lessee or shall default under any agreement providing security for the performance by Lessee of its obligations hereunder and such default shall continue for five days after written notice thereof has been given by Lessor. (c) Any writ or order of attachment or execution or other legal process shall be levied on or charged against any item or Equipment (d) A petition shall be filed by or against Lessee under the Bankruptcy Act or under any other insolvency law or law providing for the relief of debtors, or Lessee commits any Act of Bankruptcy. (e) Lessee shall make any general assignment for the benefit of creditors, or a receiver or trustee, is appointed for Lessee or for any of Lessees assets, or there shall be instituted by or against Lessee or other type of insolvency proceeding (under the Bankruptcy Act or otherwise) or any formal or informal proceeding for the dissolution, liquidation, settlement or claims against or winding up of the affairs of Lessee or Lessee shall transfer all or a material portion of Lessees assets or inventory not in the ordinary course of business. Upon the happening of any Event of default, with Lessor may, at its sole discretion, without demand or notice of any kind, do any one or more of the following. (1) Recover all rents and other payment then accrued or thereafter accruing throughout the full term hereof, with respect to any or all items of Equipment. (2) Take possession of any or all items of Equipment, wherever same may be located, without any court order or other process of law Lessee hereby waives any and all damages occasioned by such taking of possession. Any said taking of possession shall not constitute a termination of this lease as to any or all items of Equipment unless Lessor expressly so notifies Lessee in writing. (3) Terminate this lease as to any or all items of Equipment. (4) Pursue any other remedy at law or in equity. Notwithstanding any said repossession or any other action which Lessor may take, Lessee shall be and remain liable for the full performance of all obligations on the part of the Lessee to be performed under this lease.
14. CONCURRENT REMEDIES. No right or remedy herein conferred upon reserved to Lessor is exclusive of any other right or remedy herein or by law or equity provided or permitted; but each shall be cumulative of every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise and may be enforced concurrently therewith or from time to time. Lessee shall pay Lessor all costs and other expenses, including attorneys fees, incurred by Lessor in exercising any of its rights or enforcing any of the terms, conditions or provisions hereof. No failure on the part of Lessor to exercise, and no delay or course of dealing between Lessor and Lessee in exercising any right or remedy hereunder shall operate as a waiver thereof, nor shall any single or partial exercise by Lessor of any right or remedy hereunder preclude any other or further exercise thereof or the exercise of any other right or remedy.
15. OWNERSHIP OF EQUIPMENT. All Equipment shall remain Lessors property and shall not become fixtures or part of any freehold or leasehold estate. Lessor may affix appropriate tags or signs to the Equipment indicating Lessors interest therein and Lessee shall not permit any such tags or signs to be removed. Lessee shall keep the Equipment free and clear of all liens, encumbrances and charges of any nature imposed or asserted by persons claiming, by, through or under Lessee. Upon Lessors request, Lessee shall execute and deliver to Lessor for public filing such documents, including, without limitation, Uniform Commercial Code Financing Statements as may be appropriate to protect Lessors title in and to the Equipment.
16. PERSONAL PROPERTY. The Equipment is and shall at all times be and remain, personal property notwithstanding that the Equipment or any part thereof may now be, or hereafter become, in any manner affixed or attached to, or embedded in, or permanently resting upon, real property or any building thereon. If requested by Lessor prior to or at any time during the terms hereof with respect to any item of Equipment, Lessee will obtain and deliver to Lessor waivers of interest or liens in recordable form, satisfactory to Lessor, from all persons claiming any interest in the real property on which such item is installed or located.
17. INTEREST OFFSET. Should Lessee fail to pay when due any part of the rent herein reserved or any other sum required by Lessee to be paid to Lessor hereunder, without limiting any of the other rights to which Lessor may be entitled pursuant to this lease, Lessee shall pay Lessor interest on such delinquent payment from the due date until paid at a rate of interest equal to the highest lawful rate. Except as specifically set forth herein, Lessee shall not be entitled to any statement of rent or other payments due hereunder or any reduction thereof under any circumstances or for any reason whatsoever. Lessee hereby waives any and all existing and future claims, as offsets, against any rent or other payments due hereunder and agrees to pay the rent and other amounts hereunder regardless of any offset or claim which may be asserted by Lessee or on its behalf. Lessee agrees to pay any and all collection and legal fees incurred by the Lessor in the process of collecting any amounts due Lessor which are in default.
18. MODIFICATION AND WAIVER. No modification or waiver to any provision of this lease and no consent by Lessor to any departure herefrom by Lessee shall be effective unless such modification or waiver shall be in writing and signed by Lessor, and the same shall then be effective only for the period and on the conditions and for the specific instances and purposes specified in such writing.
19. NOTICES. All notices, requests, demands or other communications provision of this lease and no consent by Lessor to any departure herefrom by Lessee shall be effective unless such modification or waiver shall be in writing and signed by Lessor, and the same shall then be effective only for the period and on the conditions and for the specific instances and purposes specified in such writing.
20. APPLICABLE LAW. This lease shall be construed in accordance with and governed by the laws of the State of New York.
21. QUIET POSSESSION. Lessor covenants with Lessee that Lessee shall quietly possess the Equipment under this lease subject to and in accordance with the provisions hereof so long as Lessee is not in default hereunder.
22. HEADINGS. The headings used in this agreement are for administrative convenience only and are not to be used to interpret this agreement.
23. CANCELLATION. Any cancellation of service of performance is subject to a cancellation charge. All cancellations shall be in writing and shall not be effective until received by WorldStage/Scharff Welsberg. A charge of 50% of the estimated invoice will be charged if cancellation is made 48 hours prior to the time scheduled for work and full payment of all amounts estimated if cancellation is made less than 24 hours prior to time scheduled for work. Additionally, the Client will reimburse, in full, any direct costs incurred by WorldStage/Scharff Welsberg.
24. CLIENT MATERIALS. WorldStage/Scharff Welsberg will not insure any Client materials while in possession of WorldStage/Scharff Welsberg or while in transit to and/or from WorldStage/Scharff Welsberg unless specified in a separate agreement. All such Client materials delivered to us are accepted with the express understanding and condition that the Client will carry the insurance they deem necessary to protect against all loss or damage.
25. USE OF FOG/SPECIAL EFFECTS. Client agrees not to use any variety of oil based ingredients (such as glycols or mineral oils) to generate fog due to the damage it can cause projection and video equipment. If these materials are used client agrees to pay any and all costs required to clean and or repair equipment.

Signature as Acceptance of Quotation and Terms

Print Name

Date of Acceptance

**EXHIBIT B-1**

**Student Organization Fund Approval for Expenditure in Excess of \$1,000,00.**

**School: Kawameeh Middle School**

**Date: March 31, 2015**

**Department: Musical Productions**

**Vendor: Metro Fundraising**

**Amount: \$1,705.00**

**PURPOSE OF EXPENDITURE (Attach appropriate invoice(s):**

**Balance due for Musical Fundraiser**

**In accordance with the Student Organization Fund - Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.00**

**Jason Malanda – Principal**

**Name**



**Signature**

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**Per the Student Organization Fund - Policy and Procedural Manual, student bodies, only with written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1000.00.**

**I approve the purchase of goods/services per the attached.**

\_\_\_\_\_  
**James J. Damato, Board Secretary**

**Date**

\_\_\_\_\_  
**Manny Vieira, Business Administrator**

**Date**



81 Pension Road, Suite 120  
 Manalapan, New Jersey 07726  
 www.metro-schoolplan.com  
 877-386-3900

# Statement

|           |
|-----------|
| Date      |
| 3/19/2015 |

To:  
 Kawahmee Middle School Music  
 490 David Terr  
 Union, NJ 07803  
 Attn: Ms. Nancy Schoenberger

| Amount Due | Total Due |
|------------|-----------|
| \$1,705.00 |           |

| Date       | Transaction                | Amount   | Balance  |
|------------|----------------------------|----------|----------|
| 12/31/2014 | Balance forward            |          | 0.00     |
| 01/04/2015 | INV #8317. Due 01/04/2015. | 1,705.00 | 1,705.00 |

| CURRENT | 1-30 DAYS PAST DUE | 31-60 DAYS PAST DUE | 61-90 DAYS PAST DUE | OVER 90 DAYS PAST DUE | Amount Due |
|---------|--------------------|---------------------|---------------------|-----------------------|------------|
| 0.00    | 0.00               | 0.00                | 1,705.00            | 0.00                  | \$1,705.00 |

EXHIBIT B-1

**Student Organization Fund Approval for Expenditure in Excess of \$1,000.00**

SCHOOL: BURNET MIDDLE SCHOOL

DATE: April 2, 2015

ACCOUNT NAME: Band

ACCOUNT # 2006

VENDOR: Festivals of Music.

AMOUNT \$4,401.00

Purpose of Expenditure [attach appropriate invoice (s)]:

Dorney Park - Festival

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In accordance with the Student Organization Fund – Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.00.

Raymond Salvatore, Principal

Name

  
Signature

\*\*\*\*\*

Per the Student Organization Funds-Policy and Procedure Manual, student bodies, only with written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.00

I approve the purchase of goods/services per the attached

\_\_\_\_\_  
James J. Damato/ Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manuel E. Vieira, Business Administrator

\_\_\_\_\_  
Date



Music in the Parks  
1784 West Schuylkill Road  
Douglassville, PA 19518

Michael Hamilton  
Burnet Middle School  
1000 Caldwell Avenue  
Union, NJ 07083

Location: Dorney Park  
Festival Date: May 29, 2015

**Ticket Description**  
Performer: Festival and One Day Park Admission  
Non-Performer: Festival and One Day Park Admission

| Qty                        | Price   | Total             |
|----------------------------|---------|-------------------|
| 85                         | \$53.00 | \$4,505.00        |
| 12                         | \$28.00 | \$336.00          |
| <b>Total Ticket Value:</b> |         | <b>\$4,841.00</b> |

**Discounts Applied**  
2 Complimentary Director Tickets  
3 Complimentary Chaperone Tickets

-\$56.00  
-\$84.00

**Total Tickets (Including Free): 97**

**Total Ticket Cost: \$4,701.00**  
**Current Balance: \$4,701.00**

**Payment Schedule**

Initial Payment Due: 02/26/2015 \$300.00  
Balance Payment Due: 04/29/2015 \$4,401.00

**Current amount due is \$300.00**

**All payments must be made in USD only.**

**We accept VISA, MasterCard, American Express, & Discover**

<https://www.festivalsofmusic.net/ext/MIP/ProcessPayment.aspx?reqi=21672>

**Make checks payable to:** Festivals of Music  
Federal Tax ID #:

**Return to:** Music in the Parks  
Accounting Department  
1784 West Schuylkill Road  
Douglassville, PA 19518

EXHIBIT B-1

**Student Organization Fund Approval for Expenditure in Excess of \$1,000.00**

SCHOOL: BURNET MIDDLE SCHOOL

DATE: April 2, 2015

ACCOUNT NAME: Band

ACCOUNT # 2006

VENDOR: Villani Bus Company

AMOUNT \$2,610.00

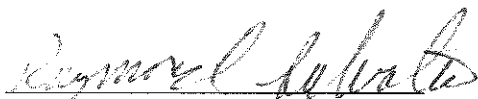
Purpose of Expenditure [attach appropriate invoice (s)]:

Field trip to Allentown, PA \_\_\_\_\_

In accordance with the Student Organization Fund – Policy and Procedure Manual, I request approval of the referenced expenditure in excess of \$1,000.00.

Raymond Salvatore, Principal

Name



Signature

\*\*\*\*\*

Per the Student Organization Funds-Policy and Procedure Manual, student bodies, only with written approval of either/or the Board Secretary/Business Administrator, may obligate themselves by contract for the purchase of goods and services greater than \$1,000.00

I approve the purchase of goods/services per the attached

\_\_\_\_\_  
James J. Damato/ Board Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manuel E. Vieira, Business Administrator

\_\_\_\_\_  
Date

2015-02-06 16:23

Villani Bus Co.

9084748058 >>



**Villani Bus Company**

811 East Linden Avenue  
Linden, NJ 07036

Phone: 908-862-3333  
Fax: 908-474-8058  
Website: www.villanibus.com  
Email: info@villanibus.com

**Charter Confirmation**

Confirmed: 02/06/15  
Charter No.: 52765

**Michael Hemton**  
Burnet Middle School  
1000 Caldwell Avenue  
Union, NJ 07083 USA

Phone:  
Fax: 908-687-2645  
Order Date: 02/06/15  
SalesRep: Lesley

Thank you for selecting Villani Bus Company for your upcoming trip. We are committed to providing you with the very best service possible, and I am sure that you will be pleased with the quality of our equipment and drivers. This Confirmation serves as your contract for your transportation needs shown below. We must receive your deposit along with one signed and dated copy of this letter by the due date of the deposit shown below. Please review the following information to confirm our understanding of the services we will provide.

Group Name:  
Group Leader: **Michael Hemton**  
Destination: **Hellwntown/Allentown Pa**  
Leave Date: **Friday, May 29, 2015**  
Spot Time: **6:45 am**  
Leave Time: **7:00 am**  
Pickup Location: **Burnett Middle School  
1000 Caldwell Avenue  
Union, NJ**

# Coaches: 3  
Equipment: 3-54 School Bus  
Return Date: **Friday, May 29, 2015**  
Rem/Drop Time: **8:30 pm**  
Destination Details: **1. Saucon Valley School  
2100 Polk Valley Road  
2. Dorney Park**

| Description                                   | # Coaches | Qty  | Rate     | Charge     |
|---|-----------|------|----------|------------|
| Single Day School Bus Trip                    | 1         | 3.00 | \$870.00 | \$2,610.00 |
| UNSIGNED CONFIRMATION WILL VOID RESERVATION   | 1         | 3.00 | \$0.00   | \$0.00     |
| Transportation rate does not include gratuity | 1         | 3.00 | \$0.00   | \$0.00     |

| Due Dates | Description     | Amount     | Date Received | Transport Charge: |            |
|-----------|-----------------|------------|---------------|-------------------|------------|
| 02/20/15  | Signod Contract | \$0.00     |               | Amount Paid       | \$0.00     |
| 06/29/15  | Final Payment   | \$2,610.00 |               | Balance Due       | \$2,610.00 |

If you have not already done so, please remember to send us an itinerary complete with addresses to insure the success of your trip. Please call me if you have any questions.

  
Charter Party Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Sincerely,

Lesley