

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
BOARD OF EDUCATION**

**SPECIAL BOARD MEETING TO REVIEW THE 2011-2012 BUDGET TARGETS & REQUISITIONS AND  
RELATED BUDGET ISSUES AND FOR GENERAL PURPOSES**

**November 10, 2010**

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

**6:00 p.m.**

**Minutes**

I. President Horace Cole called the meeting to order at 6:05 p.m. and led those present in the Pledge of Allegiance.

II. Members present were: James Brunkard, Horace Cole, Robert Cooke, Douglas Freeman, Robert Gress, Audrey Hocker (arrived at 6:11 p.m.), Donald Motts and William Searfoss. Bet Hays was absent.

III. School personnel present: Michelle Arnold, Patricia Bader, David A. Baker, Lauren Baughman, Brian Borosh, John Burrus, Richard Carty, Michael Catrillo, Robert Dilliplane, Irene Duggins, Larry Dymond, Gail Kulick, Sharon Laverdure, Irene Livingston, Edwin Malave, Manvel Page, Annelle Prefontaine, Carolina Rodriguez, Patricia Rosado, Paul Schmid, Jim Shearouse, Thomas J. Williams and Steve Zall. Also present was: Christopher Brown, Solicitor.

IV. Media Guests present: Channel 13 News

Community members present: William Aytch, Devin Day, Chieyen Meachem, Mike Meachem and Verona Meachem.

**V. APPROVAL OF AGENDA**

**ACTION BY THE BOARD:**

Motion was made by Douglas Freeman to approve this agenda for November 10, 2010 (page 1), as submitted. Motion was seconded by William Searfoss and carried unanimously, 7-0.

**VI. ANNOUNCEMENTS BY THE BOARD**

- A. Mr. Searfoss wished a Happy Birthday to all marines.
- B. Mr. Brunkard stated that there will be a Property & Facilities Committee Meeting at the High School North at 7:00 p.m. tomorrow, November 11, 2010.
- C. Mr. Cole stated that the Regular School Board meeting will be on Monday, November 15, 2010 at 7:30 p.m. in the Administration Center Board room.

**VII. SUSPENSION OF RULES**

**ACTION BY THE BOARD:**

Motion was made by James Brunkard to suspend the rules of the day to permit discussion of budgetary items to be presented by the administration or members of the Board and the public concerning review of the 2011-2012 budget targets and requisitions and related budget issues without the necessity of a motion and second being previously made. Motion was seconded by Douglas Freeman and carried unanimously, 7-0.

**VIII. PRESENTATION OF BUDGET INFORMATION BY THE ADMINISTRATION**

- A. Mrs. Patricia Bader, Business Manager, stated that tonight we will be reviewing the targets and requisitions that have been developed by the buildings and also ITEC. She stated that she wants to give the Board an idea of the process that we go through. Mrs. Bader stated that in the early fall, they developed targets based on information we had from the previous year as well as where we think the State may be heading with funding. She stated that

we distributed the targets to department chairs, teachers and principals. Mrs. Bader stated that they meet and discuss with their staff the needs of the departments. She stated that they put together actual purchase requisitions and sometimes they are for exact items while other times they are placed in reserve. Mrs. Bader stated that the central administration staff reviews all those requisitions with each building principal and certain administrative departments. She stated that based on that review, items are either recommended to be cut or revised in some way. Mrs. Bader stated that last week, they worked hard to accumulate all that data and had the building principals revise a lot of the information for the Board which was distributed in the small teal packet. She stated that tonight you have the budget justification for each column that is on each department's budget. Mrs. Bader said, "For example", if I open the big binder and you look under Bushkill Elementary, you will see a budget justification for every column that is on the budget detail which is an excel worksheet. She stated that if there is a number on this excel worksheet, you will find the budget justification behind it. Mrs. Bader stated that they are going to ask the building principals to give the Board a verbal picture of what is going on in their budget, in their building, and to give you an opportunity to ask questions of them. Mrs. Bader stated that Mr. Brian Borosh will be going over the ITEC budget. She stated that all of this is leading to the preliminary budget. Mrs. Bader stated that when we come back in January of 2011, she will have a full presentation for you of the entire budget. She stated that in order to get to that point and after this evening, every building's budget secretary will begin data entering all purchase requests and reserve requests. Mrs. Bader stated that all information is entered into our computer system. She stated that they accumulate all the data and put it in a format that can be presented to the Board. Mrs. Bader stated that, subsequent to this meeting, she will be handing out information where she thinks personnel, buses and various departments are. Mrs. Bader stated that this is the first step in the scheme of things. She stated that it is sometimes the smallest piece of the pie as well; this discretionary spending that is done at the building level.

Mr. Brunkard stated that in the memorandum that we received, it said that we will get East Stroudsburg Elementary's information tonight. Mrs. Laverdure stated that the information is in the big book. Mrs. Bader stated that the small book was really just to give you a chance to see things prior to tonight. She stated that the larger book is a duplicate of the small book except that it has all of the back up to each one of the columns. Mrs. Bader stated that if you want to see the justification for the Art Department at East Stroudsburg Elementary, you can turn to the tab and see what the Art Department plans to spend in different areas.

- B. Mr. Richard Carty, Bushkill Elementary Principal, stated that the budget detail sheet has the entire budget for each department. He stated that every department chair was responsible for putting the budget together. Mr. Carty stated that no department went over their allotted amount. He stated that included with the instructional budget there are two copiers, mileage, general supplies, bid supplies (classroom supplies), books, tests and technology supplies. Mr. Carty stated that in his principal's budget, they have a service contract on a rizzograph and office copier. He stated that most of the things under the principal's account are postage, printing of student handbooks, general office supplies and IU 20 paper supplies. Mr. Carty stated that consumables would entail replacement equipment. He stated that every year they purchase extra student desks and chairs to replace those that cannot be fixed. Mr. Carty stated that the administrative software is for ink cartridges and computer reserve for computer issues. He stated that they budget \$2,500 for additional textbooks, workbooks or enrichment programs for RTII process. Mr. Carty stated that the only new thing they budgeted for is equipment at \$9,900 for purchasing security cameras for the building. He stated that his budget came slightly under by \$8 of the targeted amount.

Ms. Hocker stated that her question is about copiers. She stated that Mr. Carty mentioned that he has \$28,000 for copiers and for his office he has \$5,500 which is over \$33,000 in rental of copy machines. Ms. Hocker stated that she is trying to conceive why the district has this. Mr. Carty stated that that is why he gets uptight with teachers who are making too many copies. Ms. Hocker stated that this amount is just for the copiers and does not include paper because that falls under another category. Mr. Carty stated that it does not include paper but it does include maintenance service on the copier machines. Ms. Hocker stated that we are just talking about two machines. She asked if this is for a two year period. Ms. Bader said that is for five years. Ms. Hocker stated that she does not know how we arrived on the rental of these machines at this price. She asked if the district checked competitive bids or did they look into purchasing them; because, at least if it is ours and it is still functional, we can sell it. Ms. Hocker stated that they can get a service agreement for the copier. She stated that this amount is extraordinarily high, over \$33,000 at Bushkill. Ms. Hocker stated that she then looked at J. M. Hill Elementary. She stated that she does not know how many students they have. Mrs. Arnold said she has 388 students in her building. Ms. Hocker stated that she looked at J. M. Hill Elementary and they have as much as the North High School for rental of copiers. She stated that something is not right here.

Ms. Bader stated that about three quarters of our fleet is due because the five-year lease is over. She stated that the leases that we entered into five years ago are called fair market value leases. Mrs. Bader stated that we do not own them at the end of the period but can only turn them back into Xerox. She stated that we are considering, this time, dollar buy out where they are worth a dollar at the end of their five- year cycle. Mrs. Bader stated that there are improvements in technology like computer cameras, etc. and prices are coming down. She stated that we got six different competitors; Canon, Xerox, Ricoh, Lanier, Kyocera/Minolta and Toshiba. Ms. Hocker asked if the copiers they are considering are for leasing. Mrs. Bader stated that they are for leasing for five years. Mrs. Bader stated that when East Stroudsburg Elementary was built, the district bought three copiers at \$88,000. Ms. Hocker stated that East Stroudsburg Elementary has the copiers to sell but the rest of the schools do not have any others to sell after paying all of that money. She stated that she looked at the brand of copiers that the district has, and they are down in price. Ms. Hocker stated that the district needs to start looking to purchase things of quality that we can sell, just like Mrs. Bader said that East Stroudsburg Elementary purchased their copiers. Mrs. Bader said that the district is looking into that because after five years the copiers are worth \$1 after five years. Ms. Hocker stated that she looked at some of the prices of these copiers and some of them are under \$1,000. Mrs. Bader stated that a lot of the machines that are used by the teachers are production size machines. She stated that when they step up to a machine, they are making packets for maybe 24 children. Mrs. Bader stated that the machines that are \$500 offer less features. Ms. Hocker stated that she is not talking about the teacher's machine. She stated that even the principals have high budgets for copiers as well. Ms. Hocker stated that she is not picking on Mr. Carty's school only. She said she looked straight down the list and knows very well that even in the principal's office they have larger machines that are supposed to service the instruction area. She stated that this is the vast majority of the printing and wonders how much printing is being done in the administrative quarter that you will budget \$6,000 for it. Ms. Hocker stated that she is not questioning the figuring out of this budget because he has done a wonderful job. She stated that she is asking the Board to consider other means of getting these copiers because; unfortunately, we are not living in the days of spending big bucks. Ms. Hocker stated that we have to start looking at ways of economizing because she is paying taxes just like everybody else. She stated that she is looking at these figures and knows we can beat these prices on any day and there are many places to get them. Ms. Hocker said that these copiers can be purchased elsewhere.

Mr. Carty stated that copiers have always been a challenge for the district. He stated that there are advantages for leasing and sounds like there would be for buying except that he knows what a copier goes through in a five-year period. Mr. Carty stated that they are not worth much when we are done with it. Mr. Carty stated that even if we buy a machine at \$88,000, at the end of the five years, no one will want that machine. He stated that the other piece of this is, if we buy our own machine, you do not get the service that you get when you lease, because they get a lot of jams and issues that arise when working with these machines. Mr. Carty stated that if you need service, they are there that day and sometimes a few times a week and they need to be because we are paying them. He stated that if we buy the machine and it breaks down, we may wait for a couple of days and sometime a week to get them to fix it, in the meantime, the machines are not available. Mr. Carty stated that this is just a piece of the difference between leasing and buying.

Ms. Hocker stated that it is the same service contracts that you can purchase along with the machine that you get when you lease it. She stated that it is the same company and you do need to look outside. Ms. Hocker stated that she is asking the Board to start considering other means of getting something or to get bids that are less expensive than these are.

Mr. Gress stated that we started looking into this last year or the year before but the problem is that we are locked into the lease. He stated that, actually, it is half a million dollars we are paying for these leases if you look at the various buildings. Mr. Gress stated that, as Mr. Carty said, at the end of five years, you cannot give the copiers away. He stated that the maintenance contract every year goes up. Mr. Gress stated that we need to look at leasing, like he said last year or the year before, to pay per page per copy. He stated that you do not own them but you just pay that amount and they service and maintain them. Mr. Gress stated that he came up with a cost of \$536,000 for all schools just in leases. He stated that the other side of the coin is that we cut back on books, textbooks and consumables and the copy cost goes up because we did not buy the books that the teachers need. Mr. Gress stated that, last year, we cut out consumables; therefore, as a result we do not have them. Mrs. Laverdure said that we have not cut them out in grades K-2 but scaled back at the upper grades. Mr. Gress asked what are the teachers doing, making copies of the consumables. Mrs. Laverdure stated that they have the textbooks and use composition books to write in. Mrs. Laverdure stated that as the leases started coming up, Mrs. Bader did an audit at every school to see where the copiers are and see how many copies are made. Mrs. Laverdure stated that Mrs. Bader actually made recommendations, perhaps, to the dismay of some individuals that some copiers shouldn't be at certain locations. She stated that we were overcopying in different locations out of convenience and we are not here for convenience but for efficiency. Mrs. Laverdure stated that Mrs. Bader

tried to streamline where the copiers were for top efficiency. She stated that what we are seeing is what we budgeted from last year. Mrs. Laverdure stated that these prices will go down, does not know how much, based on where the new copiers we entered into, depending on what the Board decides, for  $\frac{3}{4}$  of our copiers.

Mr. Gress stated that he does not think it is fair that the copiers are in the budgets, because the per student count changes things. He stated that copy lease costs are high but in East Stroudsburg Elementary, they do not have a copier lease so they have a target for x but other schools do not. Mrs. Laverdure asked Mrs. Bader if she figured this into the budget. Mr. Gress stated that it does not appear to be figured in unless his numbers are wrong. Mr. Gress stated that, not that this not important, but this is 1.2 million dollars out of 140 million dollar budget. He stated that \$536,000 is fixed lease costs. Mr. Gress stated that not that this is not important and he appreciates what the principals are doing with their budget and he knows it is very tight because they are nickel and diming everything, but you have \$556,000 that we are locked into. He stated that 40% of the entire budget is locked into copier costs. Mr. Gress stated that we can cut 10% of the rest of it and you save \$7,000 not that it is not important but it is not. Mrs. Laverdure stated that it is \$7,000 that we would give back to the principals to spend on something that they would need for their building. Mrs. Bader stated that Mr. Carty has another meeting and we can continue to talk about copiers but can we release Mr. Carty. Mr. Brunkard stated that he wants him for one more minute. He stated when he sees 0 dollars in professional contracted services or advertising, does he expect over the course of the year to put zero into that. Mr. Brunkard stated that Bushkill Elementary's total budget is 158,000 but is this something he can really live with or has he paired back on some of these things and not mentioned it. He stated that when he considers what the potential costs of the professional contracted service is and he sees that one school has a single entry of \$2,500 and the other elementary schools do not have any, he is asking him because he is the first principal in front of us and it is the first line on my entry sheet. Mr. Brunkard stated that he worries more about blank spots in places that you say you will spend nothing on that this year. He stated that having the word professional in front of it means if we spend something on it, it will be substantial.

Mr. Carty said he has seen a lot of these budgets, and he has done a lot for the last 10 or 12 years, and they are similar to the year before. He stated that they survived last year without too much of a problem based on what he did here. Mr. Carty stated that he thinks it forces you to put in the things that you need and not waste money on things that you do not necessarily need just because someone gave you a little more money. He stated that he believes that based on what is in the budget, he will be fine. Mr. Carty stated that he came in on target and they have been fine the last couple of years. He stated that they can manage with what they have.

Mrs. Bader stated that she has been working with Brian Borosh and Eric Forsyth because they feel that the district needs to change some of the methodology that the district is using. She stated that they have scanning technology that we want to try and get the district to utilize more. Mrs. Bader stated that they want to stop printing copies. She stated that they want to route things from the computer to the cheapest unit whether it is a copier or a printer and really put some smart thinking behind the decisions they make for copying, printing and faxing. Mrs. Bader stated that we are looking at fax server software instead of having 25 faxes out there district-wide to have something smarter. She stated that they are also trying to find, for this next leasing period, ways to put quotas on people and this can be set by the building principal. Mrs. Bader stated that they can monitor paper usage; therefore, make better estimates on what the staff is doing. She stated that they are trying to smarten up what they are doing and combine everything into one focus. Mrs. Bader stated that, for some, it is scary because they do not want to learn how to fax and scan but it will be a new way of thinking.

- C. Mrs. Irene Livingston, East Stroudsburg Elementary Principal, stated that she came in under budget by about \$12,000. She stated that the budget detail outlines instruction as well as every department and principal's budget totaling \$170,587. Mrs. Livingston stated that they do have a service contract on the two copiers that were purchased from the schools and the third copier was brought over from the old East Stroudsburg Elementary. Mrs. Hocker asked if she knows how much the service contract is. Mrs. Livingston stated that it is under contracted maintenance. Mr. Searfoss asked if it was \$11,000. Mrs. Livingston stated that it is \$11,208. Ms. Hocker asked if it was for five years. Mrs. Bader stated that it is for a five-year contract. Mr. Freeman asked if \$14,560 would be the total for the contracts. Mrs. Livingston said, "Yes".

Mrs. Bader stated that Mr. Gress questioned a per student cost for East Stroudsburg Elementary. She stated that when they purchased the copiers for \$88,000 that meant that, out of bond funds, they did not purchased other things. Mr. Gress stated that he was going by the numbers and East Stroudsburg Elementary did not have a copier cost. Mrs. Bader stated that the gap that is now available, is because they do not have lease payments which allows them to pick up additional things that they might have missed because they did not fully outfit every classroom with tables and things like that. She stated that they will only have that little window until the copiers go and then they will most likely go on a lease. Mr. Gress asked Mrs. Livingston if she has a second clock in her

gym. Mrs. Livingston said they do not. Mrs. Livingston stated that under instruction they have account #581 for mileage \$900. She stated that in general supplies and bids supplies for classroom items they budgeted \$23,102. Mrs. Livingston stated that for books and periodicals she budgeted \$45,986, for new equipment \$5,500 and for equipment replacement \$2,500 totaling \$100,554. Mrs. Livingston stated that the various departments all came in within their designated budgets. Mr. Brunkard asked if Mrs. Livingston is confident that in these areas that she has not asked for money for gasoline, advertising or professional services that the total that she has is reasonable and, again like last year, will be able to live within that total. He asked if she is comfortable with it. Mrs. Livingston said it is fine. Mr. Brunkard stated that a big part of what we do in the preliminary budget meetings is that we anticipate expenditures because we are always looking to save money. He stated that in the end if we do not have the money, we cut like mad anyhow but we want to start out with reasonable expectations. Mr. Brunkard stated that if she and any other principal, at any point, cut things too severely, then later on where are we. He stated that when he sees zero on an item like gasoline, he thinks at some point you may need a gallon. Mrs. Livingston said she does have an allocation for mileage. Mrs. Livingston stated that barring any unforeseen request, cost or need, she will be fine.

Mrs. Bader stated that this year, you will see a difference in the budgeting philosophy, because in the past, the building principals would budget for the custodial supplies in their buildings. She stated that this year Mr. Williams is taking that over and he will be presenting his budget at the Property/Facility Committee meeting tomorrow night. Mr. Freeman asked if he will receive a copy of that budget by email. Mrs. Bader said she can send him a copy.

- D. Mrs. Michelle Arnold, J. M. Hill Elementary Principal, stated that Mr. Carty did a fantastic job in describing all of the purchase items in each category. She stated that she won't say what she purchases because all of the schools basically purchase the same things. Mrs. Arnold stated that she will summarize. She stated that her target for J. M. Hill Elementary was \$115,979. Mrs. Arnold stated that approximately, \$19,000 is set aside for the special areas. She stated that the remainder is approximately \$96,000. Mrs. Arnold stated that her budget came \$3,000 under the targeted budget. She stated that included in this budget is approximately, \$35,000 copier lease, \$2,500 for telephone and postage and \$3,000 for printing which includes various school related needs such as posters and flyers for school-wide PBS brochures. Mrs. Arnold stated that there are funds for conferences and about \$21,000 in general supplies which include items that Mr. Carty so eloquently identified. She stated that there are approximately \$11,000 in text supplies which is reserved for incidentals things that may occur after the QZA Bond Program and there is about \$9,000 for books and periodicals which can include consumables for reading and math. Mrs. Arnold stated that there is approximately, \$8,000 for new and replacement equipment. She stated that J. M. Hill Elementary has not bought new furniture in a very long time and she would like to start replenishing some of the furnishings there. Mrs. Arnold stated that she needs bulbs for projectors and printers which will need to be replaced soon. Mr. Searfoss stated that the postage and telephone allotment is not equal because Mr. Carty has a large commuting parent population where J. M. Hill Elementary is mostly an in town school. He stated that he noticed that Mr. Carty has \$3,000 and Ms. Arnold has \$2,500 and Mr. Carty's building is double the size of J. M. Hill Elementary. He stated that he expected it to be more. Mrs. Bader stated that in the principal's account, it is for postage only. She stated that the telephone is actually budgeted in the custodial budgets with the same code. Mr. Freeman asked if we are on VOIP (voice over internet protocol) which is a big savings verses a regular phone line. Mrs. Laverdure stated that this building and the High School South offices are on VOIP. She stated that we are in the process of looking into that. Mr. Freeman asked if the whole phone system is on it. Mrs. Laverdure stated that this building is on it. Mr. Borosh stated that this building has VOIP and the high school offices, too but not the classrooms. He stated that the classrooms have the traditional line. Mr. Freeman asked if the other schools are on VOIP. Mr. Borosh said that they are not. Mr. Freeman asked why because it would be a much bigger savings. Mr. Gress stated that it is a capital expense but you have to do it eventually and it will cost about half a million dollars. He stated that, at the county, they are looking at it and it will be a \$600,000-\$700,000 expense. Mr. Freeman stated that it depends on the deal you cut to get them in. Mr. Gress stated that you have to buy phones and other technology for it. He stated that it is something to look at for sure. Mr. Freeman stated that even if we have a large layout initially up front, in the long run over 5, 10 or 15 years, the savings will be triple the initial layout cost. Mrs. Laverdure asked if we are looking to place it in J. M. Hill Elementary. Mr. Borosh said the problem with going to VOIP is that each building is billed by itself now. He stated that this year we received 68% e-rate funding so we are only paying 32% of the phone bill. He stated that he is not sure how much we pay for telephones because he does not handles the phones. Mr. Borosh stated that with VOIP, you may not see the amount of savings because you are not using that volume and the overall cost will definitely decrease. Mr. Freeman stated that it is something to look at. Mr. Borosh stated the he agrees but Mr. Gress is right that there will be a huge layout cost. Mr. Gress stated that this is what everyone is going to do and I have said for six years that the phones should be part of technology. Mr. Brunkard stated that this is his question too because this is not part of Mr. Borosh's area and he says why not since he is our IT Specialist. He

asked why is he not since Mr. Borosh seems to immediately have an understanding of it. Mr. Brunkard stated that Mr. Borosh was hired to be our IT Specialist; therefore, why is this technology not under your umbrella. Mr. Borosh stated that he guesses that it is because they do not use VOIP. Mr. Brunkard stated that, in anticipation, we should look at this. Mrs. Laverdure stated that Mr. Borosh should address this because he feels strongly about being in charge of the instructional part of technology and there is a definite difference between the two. Mr. Borosh stated that Mr. Forsyth handles the phones because they are his weak point and he knows little about VOIP. Mr. Brunkard stated that on the Board, as they look at things and where the money comes from, they try to follow the scheme through its process and come up with frequent areas that look to us like instructional technology or technology. He stated that, maybe, we are not clear enough in making those distinctions but you have a way of making it more crystal clear to us. Mr. Borosh stated that one can make the same distinction between maintenance and custodial services as well. Mr. Brunkard stated that they frequently do and it vexes them. He stated that it is not a simple issue nor is there ever not going to be an overlap. Mr. Brunkard stated that he is not holding Mr. Borosh responsible for an inability, in his first couple of years on the job, to have stepped up and taken things over. He stated that, ultimately, what we are doing and whatever mechanism we use to get there, is that we are trying to get the people who can answer the questions the best and provide us with the best answer for the services. Mr. Brunkard stated that we are looking for a way to streamline our operations in a cost savings fashion. He stated that, again from your introductory comment it sounded like, although now you say that phones are not your specialty, you initially had something to say about it that we wanted to hear. Mr. Borosh stated that Mr. Forsyth is more specialized than he is and this is a weak point in his knowledge base. He said, "Could he do it, absolutely", if he would learn it. Mr. Borosh stated that whatever he needs to do, he can learn. Mrs. Laverdure stated that they will be looking at the organizational chart. She believes it is valuable information to have two people that understand all these components. She stated that it is valuable to have cross training and to have individuals that are able to work together. Mrs. Laverdure stated that this is one thing she feels is a strength in East Stroudsburg Area School District that we overlap because if somebody had to walk away for an emergency, there will be somebody else to pick up those pieces. She stated that things will move without a hitch. Mrs. Laverdure stated that she thinks this is important because when you start having everyone overseeing one thing you do not have that overlap. Mrs. Laverdure stated that it is a very important part of any organization to have those availabilities and we do. She stated that Mr. Forsyth could not make it here today due to a family situation and Mr. Borosh stepped up to the plate because the question was out there.

Mr. Brunkard stated that it is well and good and there may be something in the organizational chart that may clarify these issues and like you say to have flexibility and have people that do more than one thing. He stated that he is not saying that a single person needs to be immediately responsible. Mr. Brunkard stated that sometimes when we are engaging in these issues, we need to have a person that has an answer for us or is responsible for the information. He stated that if they do not have it at hand, they can research it and we know where to go. Mr. Brunkard stated that when we hired an IT person, it was my understanding that this was exactly the sort of thing that he would be doing. He stated that, although in instructional technology, he can see where there would be distinctions and he is certainly not holding Mr. Borosh to any malfeasance of duty but trying to squeeze more from him while he is here.

- E. Mr. Baker, Middle Smithfield Elementary Principal, stated that Middle Smithfield Elementary met their budget. He stated that they had about a \$170,500 budget to work with. Mr. Baker stated that once they went through the department areas, textbooks, consumables, contracted services and copy machines, they had money left over to distribute to teachers for their supplies. Mr. Baker stated that they were able to meet the needs of everyone with the money they were allotted. He stated that they really don't have a problem because they did it last year and this year and will continue to make it work. Mr. Baker stated that the only new item in this budget is that they are looking at purchasing a system to cover the gym floor when there are events in there. He stated that it will cost approximately \$5,500. Mr. Baker stated that they will be holding more events because of their central location and they want to protect the floor as best they could for as long as they could. Mr. Baker stated that the copiers are a big expense. Mr. Searfoss asked why do the copiers costs so much more and asked how many does he have. Mr. Baker stated that they have two for the staff and one in the office and a Rizzo machine that they purchased last year. Mr. Searfoss asked how many copiers are \$42,000. Mr. Baker stated that it is for three copiers. Ms. Hocker asked if the Rizzo comes out of that contract. Mr. Baker stated that it does not because it falls under maintenance expense because they purchased the Rizzo outright. Ms. Hocker stated that the Rizzo is supposed to be the move to the future and along with the others like faxing and emailing, etc. but does it give you more production than the actual copiers. Mr. Baker stated that they use the Rizzo when they have a large amount of items that they have to repeatedly copy. He stated that if they have a large volume or need to use card stock they use the Rizzo because it will go better through it than the other copiers. Mr. Baker stated that they purchased the Rizzo for this purpose. Ms. Hocker asked, but not for the regular copying. Mr. Baker stated that they do not use it for the regular copying. He stated that they have two rather extensive copiers and the main one in the copy

room is the size of a car and it cost about the same. Mr. Baker stated that the copiers are tied into the computer system and they can do scanning. He stated that they have high tech things that they were able to get over the years and they are fortunate. Mr. Baker stated that Mr. Carty and the others went over all other items that they purchase. He stated that all elementary schools are not going to be much different. Mr. Brunkard stated that if he is going to try to add money into professional contracted services or gasoline he will vote it down. He stated that he and many attended the rededication ceremony of Middle Smithfield Elementary everything came out great. Mr. Brunkard stated that everyone had a wonderful time. He stated that he has a beautiful revamped school and congratulated him on his stewardship throughout the process of the renovations. Mr. Baker thanked him for his comments.

- F. Ms. Kulick, Resica Elementary Principal, stated that she can probably say “ditto” for many things that have been stated. She stated that the only exception she has is that she put in \$2,500 for professional contracted services for the artist in residence. Ms. Kulick stated Mrs. Duggins covered the expense this year because, in cutting her budget last year, she had to cut it out contracted services. Ms. Kulick stated that she ended up a little over \$5,800 under her anticipated target. She thought it was important to put it back in for next year. Ms. Kulick stated that the majority of her budget other than the common items that have been discussed is that she is trying to slowly update Resica with televisions. She stated that they are 11 or 12 years old and is trying to put a larger flat screen TV in the library because they hold a lot of functions and trainings in there. Ms. Kulick stated that she would also like to put a new podium with sound because, right now, they have one that is held together with glue. She stated that the one that she is looking at has sound so people can hear what is being shown with a laptop, LCD projector or anything of that nature. Ms. Kulick stated that the other item that is a bigger cost is that she is trying to increase the grade books for the anthology series. She stated that she would like to have at least one classroom set for grades K-5 to enhance the students’ comprehension particularly inferential and critical level thinking skills during our intervention and enrichment period as well as use them to cross it into the communications arts period. She stated that other than that, the rest is self explanatory. Mr. Freeman stated that the pupil amount in Middle Smithfield Elementary is 559 and Resica is 569 and yet the general supply budget there is a difference of about \$15,000. He asked why, when we have the same amount of students in both places. Ms. Kulick said she cut back last year. Mr. Freeman said hers is less; very much less. Ms. Kulick stated that she added more because she had to replenish for her budget. Mr. Freeman said that he is questioning why in two schools with the same amount of students one has about \$15,000 less in general supplies. Mr. Searfoss stated that they have been watching the per pupil overall and adding them up and Middle Smithfield Elementary so far is the highest and lowest. He stated that East Stroudsburg Elementary had 230 and Resica Elementary had 274. Mr. Searfoss stated that the rest had about 290 and Middle Smithfield Elementary had an expense of \$300 per students. Ms. Bader stated that if the Board looks at the first three pages in the big book, they can see the way she assigned the targets. She stated that she took the estimated student population and multiplied it times the principal controlled target amount and that is how the principal, activity and instructional budget was determined. Mrs. Bader stated that the specialist budgets were determined based on department chair meetings and were assigned to buildings by Mrs. Duggins. She stated that if they wanted to enhance a program at a certain school, then they gave that one a little bit more money. Mrs. Bader stated that the only one, in my opinion, she thought Middle Smithfield Elementary could potentially see more students than the projection, so she increased it by 25 students to this total. Mrs. Bader stated that she increased it by 25 because right now Middle Smithfield Elementary is the only township that really has active building going on. Mr. Freeman said that he was asking about the 610 account and nothing else. Mrs. Bader stated that generally they replenish supplies as needed. She stated that they have a stock of things or if they wore them down then that is how it is determined. Mrs. Bader stated that in the per pupil cost, you will see how much we are spending at different levels. She stated that it is not necessarily equal across the buildings because the department chairs may give a little more or less depending on the year in the elementary and intermediate levels. Mrs. Bader stated that at the secondary level, we are trying to remain consistent. Mrs. Laverdure stated that they are trying to get a handle on the per pupil cost, because we never had a plan on how it occurred. She stated that Mrs. Bader came up with a formula and they are trying to have a per pupil cost in order to allocate money. Mrs. Bader stated that you can see how the specialist budgets are distributed on the third sheet and see how it is distributed across to all elementary by specialist department. Mr. Cole stated that, by the way, Ms. Kulick does a wonderful job at singing the National Anthem.
- G. Mr. John Burrus, Smithfield Elementary School Principal, stated that Smithfield Elementary came in at their \$107,240 target. He stated that he will only be repeating the supplies and materials that his colleagues before him had mentioned. Mr. Burrus stated that some things that they added were some additional books to support the Great Books initiative that Mrs. Duggins started and also the “Brain Pop”, which is a computerized program that the K-5 students are using. Mr. Burrus stated that, in addition, there are seven LCD projectors without ceiling mounts. He stated that when Smithfield Elementary was renovated, all of the rooms had the wire in place to put LCD projectors on the ceiling. Mr. Burrus stated that, at this time, he has seven staff members who use their

LCD projectors on a regular basis and move their carts in and out which becomes a safety hazard. He stated that what he plans to do next year is put the seven LCD projectors on the ceiling and take the LCDs on the cart and give it to the teachers that use it periodically. Mr. Burrus stated that they can be moved around the building and used efficiently.

- H. Mr. John Burrus, J. T. Lambert Intermediate School Principal, stated that he reached his budget target of \$332,990. He stated that if you look at the way it was calculated this year, it came out as \$175 per student multiplied out plus the departments. Mr. Burrus stated that it actually came in a little less than what was budgeted last year in the same areas of grades 6-8 plus the departments' and principal's account. He stated that they went through and looked at what was being ordered. Mr. Burrus stated that he took part of the three-year plan, if you remember J. T. Lambert was under a three-year plan, to outfit all of the classrooms with LCD projectors mounted on the ceilings. He stated that this next school year, 2011-2010, was year number three. Mr. Burrus stated that looking at the 18 LCD projectors, they kind of relooked at that and decided that they did not need all 18 LCD projectors in all the classrooms. He stated that to help scale that back and meet our target figure, they ordered six out of the eighteen. Mr. Burrus stated that they will go in the high-use classrooms like the foreign language and two of the science classrooms in order for people who are using it the most to have those mounted. He stated that the LCD projectors that are currently on the cart will be moved and shared between the special education classrooms, the music room and the consumer science classrooms. Mr. Burrus stated that, again, Mrs. Bader asked them to show or paint a picture of the supplies which are used like textbooks. He stated that some money is budgeted next year for replacement of foreign language textbooks that are old and worn. Mr. Burrus stated that U.S. History books in grade 7 have an atlas pack which is used and scholastic magazine for current events. He stated that additional books have been ordered for higher ESL students, too. Mr. Burrus stated that they have a large amount of online subscriptions through the library and English Department. He stated that they also supply money for the choral music, "Brain Pop" program, copy paper, calculators for the PSSA tests, consumables, and vocabulary books. Mr. Burrus stated that what they have done is they purchased classroom sets and are sharing them. He stated that not every student is having those workbooks but they are buying sets and sharing them. Mr. Burrus stated that consumer science have consumables that have to be replaced each year. He stated that tech education, healthcare, instrumental music and substitute teacher files need to be replaced. Mr. Burrus stated that in technology, they ordered 6 of 18 LCD projectors, as he previously stated. He stated that we they have some items budgeted for the television studio that supports Good Morning JTL. Mr. Burrus stated that a lot of the equipment is old and Mr. Toth felt they should include some mixers and other technology that is on its way out. He stated that their DVD and VCR machines are becoming antiquated and would need to be replaced soon. Mr. Burrus stated that we have one set of clickers that needs to be replaced as well as some miscellaneous items for our wireless system, technology microphones, keyboards, etc. that become broken. He stated that they budgeted for services and leases for the copiers and laminators. Mr. Burrus stated that microphones and musical instruments need to be replaced and some are being replaced while others need service. He stated that they budgeted for servicing on ovens, sewing machines, postage machines and for printing. Mr. Burrus stated that they also do student handbooks, certificates and student awards.

Mr. Gress asked if they should buy all 18 LCD projectors because Mr. Burrus stated that the Special Education Department puts theirs on a cart. Mr. Burrus stated that he figured to mount the ones that use it on a regular basis and those that don't use them every day; it would be much easier to use them on carts. Mr. Gress stated that just as long as no one is being short changed. Mr. Burrus stated that next year he can probably add six more and put them in the other classrooms. Mr. Gress stated if he has the money available to do it now. Mr. Burrus stated that if they give him the \$12,000 to buy them, then he will not say, "No". Mr. Gress stated that we always have a plan to fix something or do something but then we put it off and ultimately someone suffers for not having it. Mr. Burrus stated that if he really thought they were needed, he would have put it in the budget.

- I. Mr. Robert Dilliplane, Lehman Intermediate Principal, stated that in looking at his target they came under about \$550. He stated that he knows when the copiers are switched out he put enough funds in the budget to replace them. Mr. Dilliplane stated that once all of the copiers are taken, he will get one less copier. He stated that it will amount to roughly \$7,000 that he will have and he does not plan to do anything with these funds. Mr. Dilliplane stated that you will notice that he did not allot anything for postage because they have built up a good supply over the years. He stated that they send very little home through the mail and the majority is sent home with students and accompanied with a Connect Ed message. Mr. Dilliplane stated that they have been doing this for years because it saves thousands of dollars and takes advantage of a system that we are paying a lot of money for. He stated that it also teaches students responsibility. Mr. Dilliplane stated that the bottom line is that they should be able to take important documents home and those documents should arrive safely in the house. He stated that the Connect Ed keeps them honest. Mr. Dilliplane stated that the parents have approached him at open houses and



conferences and things like that to express appreciation for the call because sometimes they get home and ask their kids if they got anything handed out today and they say no but mom and dad know better and get to the bottom of it very quickly. Mr. Dilliplane stated that it does teach them responsibility and he is a strong believer in that. He stated that he thinks if you look through at technology purchases such document readers and LCD projectors which are requests from staff members. Mr. Dilliplane stated that this is an area we were missing when things were better off but we didn't build up a supply of those items and he takes responsibility for that since he has been here a long time. Mr. Dilliplane stated that it just wasn't thought about. He stated that when they looked at what they had compared to JTL they were flying low. Mr. Dilliplane stated that we just did not have the equipment that they had because he believes they planned better over the years than Lehman did. He stated that his staff is trying to make up a little bit for it, at least to get some more equipment. Mr. Dilliplane stated that they do use document readers, LCD projectors and it captivates the kids. He stated that he walks around the classrooms and they use laptops which are set up on a cart and channeled through the LCD projectors and it is amazing the things you can do. Mr. Dilliplane stated that this coming year, the Instrumental Department will have a guest composer again where schools take turns and our turn is next year at \$3,000. He stated that a guest composer comes in and shows the kids how to write music. Mr. Dilliplane stated that for the choral music department, the price of music is unbelievable. He stated that if you look at their budget that is a big part of what they are budgeting for. Mr. Dilliplane stated that the technology is starting to break, like the digital cameras. He stated that when you look at the price of a part, it costs more than if you buy a new item. Mr. Dilliplane stated that you are foolish to purchase the part and not a new item because the rest of the machine is about 5- 10 years old. He stated that they have a big copier budget, like Mr. Carty said; they need to be tanks because they are heavily used by the staff. Mr. Dilliplane stated that the Xerox repair person is there almost every day. He stated that he should probably have his own office because something always breaks down because the machines are older, too, so they are starting to break down more. Mr. Searfoss complimented Mr. Dilliplane for saving on the postage by sending things home with the kids. He said if his daughter has something to bring home, she has it highlighted with x's on it but when his son brings something home, it is crumpled in a ball and he tells him that it is due today. Mr. Searfoss stated that if Mr. Dilliplane is able to do that, then he gives him a hand. Mr. Gress asked if Mr. Dilliplane needs more money for technology. Mr. Dilliplane said he does not think so. Mr. Gress asked if anyone is being shortchanged by giving to gifted and the not the other classes or to AP classes and not the others. Mr. Dilliplane stated that the Department Chairs are looking to see that they have one on each floor like the document reader, for now, because it is a new item that many do not know how to use. He stated that if they have at least one per floor they can experiment with it and over the years perhaps get another one here and there. Mr. Dilliplane stated that if everyone had one, they would not be utilized. Mr. Gress asked if they have enough LCD projectors. Mr. Dilliplane stated that he thinks they are in good shape.

- J. Mr. Michael Catrillo, High School South Principal, stated that the budget process is an interesting budget and this is the first time that he is going through it. He stated that what they do since there are so many facets to the budgets, they start with setting goals back in September which are delivered through the department meetings and each department chair in turn develops their budget based on the goals. Mr. Catrillo stated that they will then meet with him to review the budget and keep each other honest to make sure everything is in line with the goals to produce the budget. Mr. Catrillo stated that he will join the others in saying that his school came in below their targets without shortchanging any programs. He stated that the high school budget consists of many, many areas. Mr. Catrillo stated that you have the instructional for each of the departments. He stated that the first column of instructional items is for copiers and general supplies that area used within the building by teachers for students. He stated that you then go into various other department numbers that include business education, drivers' education, ESL, guidance, library and a principal budget that is similar to other schools. Mr. Catrillo stated that he also has a nurse budget and a band and chorus budget that is separate from instructional vocal music and instrumental music. He stated that there are not a lot of new things since they do not have any new equipment being purchased or have any new programs. Mr. Catrillo stated that in the principal's account, he put money for some positive behavior support items that they are trying to implement next year which created a slight increase which is nothing significant. He stated that every department came in under their target which resulted in the entire budget being under. Mr. Brunkard stated that although he has not looked at the budget in details, in item 890 under graduation, he has one column which is \$22,000 and then in the final object summary it says \$32,993. Mr. Catrillo stated that this will include the dues and fees which is the 810 account so if you add it with the 890 account it equals that amounts. He stated that he used the same fee from last year for graduation. Mr. Brunkard asked if he can confirm that he was using the same number as last year for graduation at the Mountain Laurel Arts Center; therefore the \$10,993 is for issuance of certificates and other items. Mr. Catrillo stated that it would be for any department that submitted for dues and fees like the Physical Education Department joining their local organization. He stated that all departments and the principal have dues and fees that are included in there, too. Mr. Catrillo stated that one of the biggest item would be for band and chorus to pay for their various entries into competitions.

- K. Mr. Stephen Zall, High School North Principal, stated that overall the building budget came in under \$7,000 from the previous year's budget. He stated that looking at the budget analysis sheet; some items that had an increase were for the Foreign Language Department to get technology use in the classrooms like LCD projectors and screens. Mr. Zall stated that they were moved into a housing area of four classrooms which were recently created so they did not have screens. He stated that the Family and Consumer Science Department had a slight increase to replace equipment like stoves. Mr. Zall stated that this past year, they had to replace a stove but now they want to be prepared in case it happens again. He stated that the AV area has an increase for repair and replacement of equipment. Mr. Zall stated that their lighting board system does not operate for the auditorium. He stated that his principal account has an increase attributed to getting classroom supplies such as desks and chairs for the classrooms and replacement seats for the cafeteria tables. Mr. Zall stated that it has been five years since they purchased new furniture for the classrooms. He stated that all department chairs provided to him their outline of their budgets and requests for everything they felt they needed to provide the instruction for the students to make them successful learners. Mr. Zall stated that they worked with the budget and the economic situation to insure where they could minimize cost, they set forth to do so and most of the budgets were able to accomplish that. Mr. Gress asked if there is anything in the budget that he did not put in that they would need. Mr. Zall stated "not to provide the instruction they need." He stated that he feels everyone was very fiscally responsible.
- L. Mrs. Bader stated that on tonight's agenda they had an item for the Curriculum budget but they will not be presenting it tonight. She stated that the Board previously received information on what the Central Administration Team is recommending. Mrs. Bader stated that their recommendation includes the adoption of a new social studies series which will cost \$274,000 and there are some additional resources required as well. She stated that they will be doing more on curriculum at a later date.
- M. Mr. Brian Borosh, Director of Instructional Technology, stated that he distributed to the Board the budget detail for the five areas of the ITEC Department. He stated that one area is for the district-wide instructional technology. Mr. Borosh stated that there are seven services that they pay for. He stated that the seven areas are: Compass Learning (research based assessment solution), Blended Schools (online curriculum and Black Board Content Management System used for virtual academy and enrichment), Performance Tracker (assessment management solution designed to track and assess student achievement), Kids College (software for reading and math for grades K-8), United Streaming (online video content library), Career Cruising (online career guidance and planning tools) and Zoomerang (online survey software). Mr. Borosh stated that the ITEC budget which is #2840 in the #348 category there is \$5,000 for professional services. He stated that three years ago, they had a \$5,000 retainer with Integra for engineering services. Mr. Borosh stated that they nearly depleted the funds; therefore, they figure they would add the money in this budget for the next three years to use as needed. He stated that in #432, repairs of equipment, approximately \$24,000 of it is Cisco Smartnet protection for core switches and firewall. Mr. Borosh stated that the switches they have relate data to each of the schools; therefore, they are very important switches. He stated that they have 7 days a week and 24 hours a day protection on the switches. Mr. Borosh stated that this is very crucial and if they did not have this protection, it would result in a loss of business and instructional operation in the district. Mr. Borosh stated that approximately \$2,500 is for the copier rentals and they split this cost with transportation. He stated that they have \$2,760 for postage share in the administration center. Mr. Borosh stated that the budget has \$114,600 for telecommunications which is for Internet, Internet II services fee and IU connection fee which serves all buildings. He stated that this was as per the contract that the Board voted for in February that they just had to rebid. Mr. Borosh stated that \$8,448 is for conference fees for 16 department members. He stated that he has \$7,000 for in-district mileage and \$14,500 for general supplies to purchase items from Home Depot, Freeman Electric, Deep Surplus, Office Depot, Quill, etc. Mr. Borosh stated that he budgeted \$450 for bid supplies from the IU. He stated that he put in \$1,050 for gasoline for the department van. Mr. Borosh stated that he budgeted \$122,850 under educational software licensing, a fixed cost, which is the majority of the software. He stated that this is our network operating system and would be a yearly cost for the Lightspeed, content spam, antivirus and security software. Mr. Borosh stated that there is \$9,355 under #810 for dues and fees to pay the Colonial IU for technology services. He stated that since he has been at the district, he has been questioning this cost and Mrs. Laverdure has also questioned it at her meetings; therefore, this amount will probably be reduced to 0. Mr. Borosh stated that he budgeted \$76,000 under technology initiatives for Microsoft office licensing for new computers, deep freeze security software for both high schools and to replace printers that they trimmed last year. He stated that under lease initiatives, you will find four big areas, which are Mac computer lease, HP computer lease, HP servers and SAN lease and Cisco infrastructure lease. Mr. Borosh stated that Middle Smithfield Elementary needs to have computers replaced because they have not been replaced for six years. He stated that there are approximately 287 computers at Middle Smithfield Elementary and in the administration center there are probably approximately 70 computers which are included in that number. Mr. Borosh stated that the year one Classrooms for The Future needs 480

laptops replaced in both high schools as well as the Cisco lease in nine of the ten schools, which is the network infrastructure. He stated that in Middle Smithfield Elementary, the infrastructure was redone during the renovation project. Mr. Borosh stated that, currently, the majority of the switches in our schools are 8–10 years old. He stated that you can think of it as if it was a pipe and we are at the point where we cannot pump any more water through the pipe so we need larger pipes and more infrastructures to support the traffic. Mr. Borosh stated that he would equate the infrastructure to the State’s bridges and roads because they are in dire need of replacement. He stated that the servers and storage area network at both data centers at High School South are 5-6 years old. Mr. Borosh stated that they are looking at new greener servers which will reduce our electric consumption by about half. He stated that right now at the data center next door, we get about 11 kilowatts of electricity and we anticipate to go down to about 6 kilowatts. Mr. Borosh stated that we have also virtualized servers to reduce the amount of physical boxes. He stated that they need four 2-4 year leases for Apple, which is a fixed cost and on HP lease which will be in the 2<sup>nd</sup> year. Mr. Borosh stated that they are all four year leases which are what he is proposing. He stated that they are a little bit of a concern and he makes sure they make four year leases without buyouts in the end and not the traditional fair market value that Mrs. Bader indicated before. Mr. Borosh stated that they are able to get some money back for equipment when they turn them in, as long as the bills are paid on time, and they usually wave that final buyout.

Mr. Freeman asked if we are getting bids for the computers we will need. Mr. Borosh stated that everything is off the State contract price. He stated that you cannot get bids for the Apple computers because they are bought off the Chester County School District’s joint purchasing bid. Mr. Borosh stated that it is the State live bid for Apple computers. Mr. Borosh stated that the prices he got for HP are from the Costars State pricing list. Mr. Freeman asked if we have to go by the State pricing. Mr. Borosh stated that they can bid them out, too. Mr. Freeman stated that the State does not always do things wisely. Mr. Borosh stated that PEPPM is a fixed cost, where in Costar you have a little bit of flexibility depending on your volume. He stated that since they have a large volume, that they do take the prices down.

Ms. Hocker asked what are professional technology services. Mr. Borosh stated that \$5,000 is for engineering services. He stated that this is just in case they have to call an expert in because none of them know the answer and need something fixed quickly. Mr. Borosh stated that they use that amount in three years. Ms. Hocker asked if this is a rider on the repair contract and when will it be used. Mr. Borosh stated that if an anomaly occurs that no one can figure out, at some point, it is cheaper to bring someone to fix it than have it occur for various days. Ms. Hocker asked if it is to have work done on the machines itself. Mr. Borosh stated that it can be on the machines, switches, servers and other various things. Ms. Hocker asked if this should fall under the repair contract. Mr. Borosh said, “No” because you are paying for services and expertise. He stated that it is similar to if you pay for an architect to design a building. Ms. Hocker stated that you are not designing the system and she is trying to figure this out or have this clarified. Mrs. Laverdure asked Mr. Borosh to give an example. Mr. Borosh stated that when they laid out Middle Smithfield Elementary, they paid an engineer. He stated that they knew what they wanted but had an engineer review what was needed to be done with the infrastructure there. Mr. Borosh stated that the engineer made corrections and redid the plans which cost a couple hundreds of dollars. He stated that this saved the district about \$1,000 by not having to spend a lot of money on equipment that was not necessarily needed.

Mr. Searfoss asked at what point is it more cost effective to buy these instead of the overhead projectors for the classrooms. Mr. Borosh said that they cost 900 and projectors cost \$585. Mr. Searfoss stated that he replaced three bulbs in a year. He stated that in the real world, you are going to turn lights down for students to use and asked if Mr. Borosh would recommend that they not buy 18 overhead projectors but rather put televisions in their place. Mr. Borosh stated that there are some places that cannot do that especially if they are integrated with interactive whiteboard, mimeo boards and active slate. He stated that one thing a projector does not have that a television has is a tuner; therefore, they will need a VCR or a DVD player to incorporate with the projector. Mr. Searfoss stated that you can also hook the laptop into it. Mr. Borosh stated that he is correct. Mr. Searfoss stated that they are slowing down in the use of the projectors now that they are coming down in price. Mr. Borosh stated that in some situations, it would make more sense to use televisions. He stated that when High School South was renovated and when East Stroudsburg Elementary was built they decided to go into televisions rather than LCD projectors.

Mr. Gress stated that when buildings need equipment, they should come out of ITEC’s budget. He stated that when you see a school building’s technology, they should be part of ITEC’s budget. Mr. Gress stated that we need to look at it long term. He stated that if a school needs LCD projectors, computers, etc., they should come out of ITEC’s budget as well as the wiring. Mrs. Laverdure stated that Mr. Borosh sat in all budget meetings. Mr. Gress stated that buildings are not going to buy some because they need library books or vice versa so all

technology should come out of Mr. Borosh's budget. Mr. Gress stated that they should get a grasp on what they are spending on technology. He stated that he will ask Mr. Forsyth what is being spent on phones and technology. Mr. Gress stated that technology's expense is huge and can see here that it is two million dollars but a couple of thousand in other buildings. Mr. Borosh stated that at the building levels, he sat in on all principal's budgets and everyone is buying the same materials and we are leveraging our purchasing power. He stated that everything is the same and there have been a few problems being consistent. Mr. Gress stated that all buildings should have the same amount of technology. He stated that some buildings are trying to catch up. Mr. Searfoss stated that he got a global look at the district where one school needs five while others have it. He stated that Mr. Borosh should know better and it would be a better idea to have a control of it. Mrs. Laverdure stated that not everyone is making due and that is why Mr. Borosh was called into the budget meetings to make sure that everyone asked the right questions. She stated that we are inside the technology plan as we are following the strategic plan to some extent. Mr. Gress stated that we are not because some are not buying all LCD projectors and putting it off until next year. Ms. Laverdure stated that the important part is also the training to be efficient in what we are buying. Mrs. Laverdure stated that the principals said they felt strongly that they have what they need. Mr. Gress stated that one class has x and the other does not. He stated that he understands what she is saying but they don't have it all. Mrs. Laverdure stated that they have access to it. Mr. Gress stated that some have carts like the special education class while others have it in the classroom. Mrs. Laverdure stated that the special education cart is wireless and may be more accessible than what others have.

Mr. Burrus stated that the special education classes do not use the technology like the foreign language or science classes do because they use it on a regular basis. He stated that it was more efficient to do it that way. Mrs. Laverdure stated that there is also a different use of technology. Mr. Gress stated that there may be a class at J. T. Lambert or East Stroudsburg Elementary that have an identical classroom but one has the equipment while the other does not. He asked why is one different when they should all be equal.

Mr. Brunkard stated that over time and as a trend in our system or any other system, the application of instructional technology is a specialty area that we do very well to separate out and look at independently. He stated that the other applications make some sense to have a global approach to it in our system and look at all buildings to apply things with a universal application. Mr. Brunkard stated that on many things where an individual has an idea what they have and what they have been doing, our experts, personnel in the schools district, might have a better concept of what is needed and how to apply it. He stated that it is the clarity of it and where it fits into our budgetary process. Mr. Brunkard stated that, as a cost factor, supplying chalk to our building is not the same as supplying Apple computers to our buildings.

Mr. Gress asked if all libraries have enough books or is there a problem with this issue. He stated that he should have asked each principal this question. Mrs. Laverdure stated that, in each building under their budget justification, the librarians put in for replacement books. She stated that there is an itemized list of everything they are asking for. Mr. Gress stated that he understands they are itemizing what they are asking for but do they have enough books in the libraries. Mrs. Bader stated that the librarians, generally at the elementary level, have put in for 200 plus new titles. She stated that there is a concern that our libraries might need to be replenished. Mrs. Laverdure stated that there are never enough library books. Mr. Gress stated that there are not, but a couple of years ago when we split we took books out of certain areas to even things out and there is not enough books. Mrs. Bader asked if he is referring to the elementary level. Mr. Gress stated that he is asking overall, globally. He stated that there is no such thing as having enough books. Mr. Gress stated that he is asking for someone to look at this issue. Mrs. Bader stated that they can have Mrs. Duggins look at this. Mrs. Laverdure stated that Mrs. Duggins will talk about it. Mr. Gress asked if she will discuss it with her curriculum budget. Mrs. Laverdure stated that they have done an inventory of all libraries and Mrs. Duggins can update you on this as well.

## IX. PUBLIC PARTICIPATION

Federal Programs

Title I

Title VI

Other Concerns

- A. Mr. Mike Meachem stated that, in hearing the discussions this evening, there was a lot of discussion about the term dues and fees that was used several times. He stated that he would like to know if the dues and fees category is including professional licensure and registration and if it does include that why are we paying it. Mr. Meachem stated that his second question was about frequent and continual visits by Xerox to the schools. He asked if we have evaluated other companies. Mr. Meachem asked if we have let Xerox know that if, in fact, we are paying that kind of money for them to visit us that often, is it based on some level of abuse to the system or inferior production in any of their units. Mr. Meachem stated that there are a lot of other companies that provide photocopying services. He asked

that when we discuss the usage of the Xerox machines is that in lieu of purchasing textbooks. Mr. Meachem asked why is the usage that high. He stated that we talked about Cisco Smartnet covering all of our buildings. Mr. Meachem stated that he had an opportunity to be in this particular building with a senior administrator and we came to the discussion of her accessing the records from another school and she said she could not do that from this building. He stated that if, in fact, we have a Smartnet system that is supposed to be covering all buildings, why did she not have that ability or is it something that she did not have the ability for at that time when they brought things up. Mr. Meachem stated that there was a whole discussion about the engineer and the use of the word anomaly. He stated that in his understanding of that word, it means a situation out of the norm. Mr. Meachem stated that the example that was given, quite frankly, was something that should have been referred back to the architect or engineer because in hearing the school district representative, the understanding was from the very onset, the intent was to have that building fully wired. He stated that this is not something that we should have to bring in a specialist nor should we be budgeting for it. Mr. Meachem stated that he would like to find out what are the anomalies and if, in fact, they are reoccurring if we are putting them in the budget. He stated that, quite frankly, in this day and age and based upon the feelings and discussion of many people, there is not a lot of money. Mr. Meachem stated that we are talking about thousands and hundreds of thousands of dollars that he knows he does not have.

Mr. Cole stated that Mr. Meachem had a number of questions that he believes Mrs. Bader answered early on before he arrived. He stated that we have many different companies that provide the copiers and not exclusively Xerox. Mrs. Bader stated that three quarters of our fleet are past their five year lease period and the machines are heavily used and are at the end of their life, so they are visiting more often. She stated that because we are looking at replacing copiers, they have six RFPs that we are evaluating from six different copier representatives/manufacturers. Mrs. Bader stated that she believes the district will see significant savings when we switch to a new vendor. Mr. Cole stated that he also made reference to a couple of the statements made by Mr. Borosh regarding the \$5,000 fee we set aside. Mr. Borosh said Mr. Meachem mentioned student records. He stated that he cannot speak to the situation that he was in or who he spoke to but all he knows is that electronic student records can be accessed from any point of the district. Mr. Meachem asked if this has always been the case. Mr. Borosh stated that it has been for as long as he has been at the district, and he has been here three years. Mr. Meachem stated that they were sitting ten steps from this room and the senior administrator told him that she did not have the ability to access the records. Mr. Borosh stated that he cannot speak to that particular situation because they may not have had the user privilege or access. He stated, however, certain people have different access and they can access different levels of records and it can be done from anywhere in the district. Mr. Meachem asked if Mr. Borosh's term he said was "user privilege". Mr. Borosh stated that user privilege and access rights are the terms he used. Mr. Borosh said your next question was about Smartnet. He stated that it is not a Smartnet system but is a warranty we pay for on Cisco equipment. Mr. Meachem stated that this was consistent with accessibility because, in fact, if we are covering the whole system then why is it not accessible to all people. He stated that what Mr. Borosh is saying is that a senior administrator may not have access privilege or access rights. Mr. Borosh stated that Mr. Meachem is correct and they are issued very carefully to everyone that has access to student's records. Mr. Meachem asked about the anomaly. Mr. Borosh stated that his example was not an anomaly. Mr. Meachem stated that he would like to know, since we hire the best and the brightest, what type of anomalies are beyond Mr. Borosh's scope of reasoning. Mrs. Laverdure stated that, when the building (East Stroudsburg Elementary) was designed six years ago, wireless access may not have been a consideration at that point. Mr. Shearouse said that was correct. Mrs. Laverdure stated that since the building came online, it takes that long to go through the whole design process and building process. She stated that they felt, at this point, it was important to go wireless because that is where we are in the evolution of technology. Mrs. Laverdure stated that this is why we used experts in-house to do the original design and then they felt, as Mr. Borosh stated, that it was important to have the engineers evaluate it to make sure they were correct which ended in saving a lot of money for the district. Mrs. Laverdure stated that Mr. Meachem asked about dues and fees and yes they are part of it. Mr. Meachem stated that he asked if licensure and registration are included and if they are why. Mrs. Laverdure stated that they pay memberships to professional associations and there are some costs that are required due to their job; such as a technician that has to do be updated on pesticides so they need training. Mr. Meachem stated that the discussions were about expenditures which were included in the principal's budget. He asked if, in fact, we are licensing a technician on pesticides. Mrs. Laverdure stated that everyone will have some kind of costs. Mr. Meachem stated that he will direct his question to the principals' budget. Mrs. Laverdure stated that they will be part of the principals' budget. Mr. Meachem asked if we are paying the principal's licenses and registrars' fees. Mrs. Laverdure said they are not. Mr. Meachem said that he is confused. Mrs. Laverdure stated that principals do not have licenses but memberships to principal's association. Ms. Kulick stated that principals do not have licenses but have expenses for professional journals, books and things that they are focusing on. Mr. Meachem asked if this information is available to the public. He asked when principals have periodicals or register for a membership with an organization, are their periodicals made available to the teaching staff. Mrs. Laverdure said they are. Mr. Meachem stated that if the listing of those periodicals were made accessible to the public, a lot of his questions would have been answered. Mr. Zall stated that, in his building, those books, and

periodicals they receive, get disseminated to whomever he feels may need them. He stated that they are also sent to the library for easy access and any information can be provided to whoever requests it.

B. Mrs. Meachem asked what is the price for the directory system of the phones at the various schools. Mrs. Laverdure stated that the phone budget will be discussed at tomorrow's Property/Facilities Committee meeting which is part of the custodial budget. She stated that she does not have that figure with her today. Mrs. Meachem asked if this was a public meeting. Mrs. Laverdure stated that the public is invited to the meeting to be held at High School North at 7:00 p.m. Mr. Meachem stated that Mr. Gress made a very valid point as to why is a system that would be extensively linked with telecommunication system, which in this day and age directly is related to information technology, would not be lumped together so we can see what is going on very easily. Mr. Meachem stated that should there be an anomaly, we can point that out right away. Mrs. Laverdure stated that part of it is due to funding, such as e-rate funding, the way it is allocated and what category it is placed in. Mr. Meachem asked who makes the category. Mrs. Bader stated that, historically, it has been listed under the custodial category. Mr. Meachem asked if it can be changed. Mrs. Bader said it can be changed.

#### X. MEMORANDUM OF AGREEMENT

##### **ACTION BY THE BOARD:**

Motion was made by Douglas Freeman to approve the Memorandum of Agreement between the District and the various parties to the TCMC Regional Education Academy for Careers in Health – Higher Education Initiative (REACH-HEI) and to authorize the superintendent to execute the same on behalf of the District. Motion was seconded by Donald Motts and carried unanimously, 8-0.

(See pages 2-6)

#### XI. ANNOUNCEMENTS/INFORMATION

Mr. Cole stated that he would like the minutes to reflect that the eighth Board member arrived shortly after the meeting was in session.

Mr. Cole stated that the Property/Facility Committee meeting is at 7:00 p.m. tomorrow at High School North in the library.

He also announced the Regular School Board meeting is on Monday, November 15, 2010 at 7:30 p.m. in the Administration Center Board room.

#### XII. ADJOURNMENT 8:14 p.m.

Respectfully Submitted,

Patricia L. Rosado  
Board Secretary