

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

REGULAR SCHOOL BOARD MEETING

December 19, 2011

Carl T. Secor Administration Center – Board Room

7:00 p.m.

Minutes

- I. President William Searfoss called the meeting to order at 7:01 p.m. and led those present in the Pledge of Allegiance.
- II. **Members present were:** Ronald Bradley, Robert Cooke, Eileen Featherman, Douglas Freeman, Robert Gress (arrived at 7:03 p.m.), Roy Horton, Marjorie James, Michael Meachem and William Searfoss.
- III. **School personnel present:** Michelle Arnold, Patricia Bader, David A. Baker, Mark Brown, John Burrus, Anthony Calderone, Rick Carty, Maria Casciotta, Kim Conklin, Sue Czahor, Robert Dilliplane, Irene Duggins, Larry Dymond, Dave Evans, Eric Forsyth, Kim Holcomb, Lynda Hopkins, Kathy Kroll, Gail Kulick, Sharon Laverdure, Phil Lazowski, Irene Livingston, Fred Mill, Annelle Prefontaine, Patricia Rosado, Paul H. Schmid, Melodie Shamp, Jim Shearouse, Kim Stevens, Thomas J. Williams, Nadia Worobij and Steve Zall. Also present were: Thomas Dirvonas and Christopher Brown, Solicitors.
- IV. **Community members present:** Bob Chartock, Joshua Cohen, Don Conklin, Dave Czahor, Robert Hetu, Diane Hinson, Robert C. Huffman, Amila Ing, Kenneth Koberlein, Michael Leonard, Karen Malachowsky, Donna Martinez, Verona Meachem, Virginia Mosher, Michal Peterson, Bob Pullman, Opheil Richardson, J. Stillmayer, Gary Summers, Ray White and Marlene Yip.
- Other:** Dale Kirk, Kirk, Summa & Co., LLP

V. **APPROVAL OF MINUTES**

ACTION BY THE BOARD:

Motion was made by Douglas Freeman to approve the minutes for the meeting of November 9, 2011, (pages 1-15) and November 21, 2011, (pages 1-28). Motion was seconded by Roy Horton and passed 8-1. Michael Meachem voted no.

Mr. Meachem asked that the approval of minutes and agenda be separated because we are voting on minutes of when he was not a member of the Board at that time. He stated that he has no problem voting on the agenda. Mr. Bradley seconded his suggestion. Mr. Searfoss asked Mr. Dirvonas on how to handle this motion since they were not part of the Board at that time. Mr. Dirvonas said that they can vote on it separately. Mr. Searfoss stated that they can vote separately for this time because then it goes back to normal. Mr. Dirvonas stated that they may want to consider keeping them separate for the future since there may be a Board member who was not present for a previous meeting. He stated that he thinks Mr. Searfoss, as president, can direct the secretary to have the motions separate for the future. Mr. Searfoss asked Mrs. Rosado to keep both motions separate on the agenda. Mr. Searfoss asked Mr. Dirvonas on how to handle the motion for point of order. Mr. Dirvonas stated that as long as the maker and the seconder agree, they can vote on it separately. Both the maker and the seconder agreed. Mr. Dirvonas stated that they can now vote on two motions; one on the minutes and the other on the agenda.

VI. **APPROVAL OF AGENDA**

ACTION BY THE BOARD:

Motion was made by Douglas Freeman to approve this agenda for December 19, 2011 (pages 1-16), as submitted, with the Board of Education reserving the right to add to the agenda, and take further action on any items raised in executive session where immediate action on such items is considered to be in the best interest of the District. Motion was seconded by Michael Meachem and carried unanimously, 9-0.

VII. **ANNOUNCEMENT OF EXECUTIVE SESSION** -- An executive session was held this evening at 6:00 p.m., before this meeting for the purpose of discussing personnel, litigation and negotiations.

VIII. **ANNOUNCEMENTS BY THE BOARD**

None

IX. **SUPERINTENDENT'S REPORT**

- A. Mr. Freeman stated that they have a new Joint Operating Committee President at the Monroe Career & Technical Institute, Robert Cooke. He stated that they are in good standing there with the new president and the Superintendent, Sharon Laverdure. Mr. Freeman stated that they are also looking into alternative electricity usage by solar power. He stated that they also discussed budget which is not going up very much, just about 1.6%. Mr. Freeman stated that it was a short and nice meeting.
- B. Mrs. Eileen Featherman stated that she attended the last Colonial IU 20 meeting and Dr. Brennan said that she is willing to come and give a powerpoint presentation on what the IU 20 does and its services that are included. She stated that Dr. Brennan also made it clear that there is no increase in the expenses from the IU 20 this year because it will be the same as last year. Mrs. Featherman stated that the IU20 staff has taken half a pay cut this year and next year they are taking no pay cut; therefore, the IU 20 will be fiscally conservative.
- C. Mr. Robert Cooke stated that the Board and the public should have received a copy of the notes for the Property/Facilities Committee meeting that the secretary, Mr. Williams, printed and made copies of. He stated that if anyone has any questions feel free to ask.
- D. Mr. Tom Dirvonas stated that in reference to the Porter Township Initiative, we are still involved in proceedings with the Commonwealth Court. He stated that we filed our briefs as of a week and a half to two weeks ago. Mr. Dirvonas stated that we are waiting for responsive briefs; therefore, there is nothing new to report at this time.
- E. Mrs. Bader stated that Dale Kirk is here tonight and is prepared to give his report on the June 30, 2011 Audited Financial Statements and Results and answer any questions. Mr. Dale Kirk, CPA from Kirk, Summa & Co., LLP stated that they completed the audit early this year since it is only 12/19/11 and the report is done, submitted and he believes the federal filings are done. He stated that they are in great shape this year, as well as the school district is in great shape. Mr. Kirk stated that the district received an unqualified opinion which means that the financial statements are sound; that is the statements are free from material misstatements. He stated that there were no findings at all again this year. Mr. Kirk stated that the statements are broken up into two district series of financial statements; district-wide and fund financial statements and he will go over them briefly. He stated that there are copies available in the Business Office if anyone wants a copy of it. He stated that the government-wide is done on the accrual basis which means that they pick up the fixed assets and receivables over 60 days as well as debt and other items. Mr. Kirk stated that they are then done on governmental basis which means it is modified cash and does not include fixed assets, debts, etc. He stated that this year on the governmental, there is a new appearance. Mr. Kirk stated that net assets can be shown in five different ways and the district used three of the five. He stated that we used non-spendable, committed assigned and unassigned. Mr. Kirk stated that the committed, the Board voted on it before June to commit some of the remaining net assets for future use. He stated that the committed is committed for a specific purpose and is assigned for certain purpose which is almost the same idea. Mr. Kirk stated that the unassigned, which is \$8,812,000, is unassigned which means it can be used after June 30. He stated that it can be used for anything that the district wants. Mr. Kirk stated that this amount represented 6.3% of total revenues. He stated that the total revenues this year were about \$1,039,500. Mr. Kirk stated that what this means is, that at the end of the year the uncommitted net assets was a little less than one month. He stated that he feels that it is comfortable to have two months worth on hand because this is what carries you into operating over the summer. Mr. Kirk stated that his point is that the district is not overfunded at the end of the year because we have enough funds to operate with comfortably but it is not excessive. He stated that on the government-wide, the net assets are \$89,000,000 and this is considering all the liabilities subtracted from assets. Mr. Kirk stated that the fixed assets are \$270,000,000 and the liabilities are \$244,000,000, our operating liability, which started three years ago, is the accrual set up for future post employment benefits such as health insurance pensions. He stated that this is actuarially calculated and that is \$5,000,076 and it increases about \$2,000,000 a year. Mr. Kirk stated that this is done by actuaries based on married or unmarried and there is a whole formula the actuary follows. He stated that our obligation is just under \$6,000,000. Mr. Kirk stated that our operating expenditures were \$126,000,000 this year which left on a government-wide basis, is about

\$13,000,000 of increase in net assets. He stated that on the governmental, which does not include the accrual basis, was \$8,700,000 change in assets. Mr. Kirk stated that the district's long term debt obligations for the next five years are approx \$16,000,000-\$17,000,000 a year for the debt service. He stated that these are the highlights of the report and if anyone has any questions tonight or in the future, he will gladly answer them.

Mr. Meachem stated that he is new to this but wants to state for the record that this is fairly a complex document and even in reading through it, there are a lot of things that he does not understand. He stated that having received this after 7:00 p.m. last Friday and being expected to vote on it this evening is a bit much. Mr. Meachem stated that what he has done, in what he saw, is design a few questions and asked Mr. Kirk if he can indulge him. Mr. Kirk said, "Sure". Mr. Meachem stated that in reviewing what you did because they came in and looked at the financial statements and he presumes that he has looked at the process in which it was all done, whether they are doing it in a proper manner and asked if this is part of the scope of his work. Mr. Kirk stated that in a condensed version, an audit involves not only looking at the financial numbers and determine if they are accurate but also looking at the controls to insure that the assets are safely guarded as well as the finances are properly reported to the controls in place to make sure that happens. Mr. Meachem stated that speaking of controls and some of the research that he has done, is he a part of our internal controls or is he someone that comes in to review what is going on. He asked if the district relies upon him in the creation of their day-to-day operations separate and apart from this report. Mr. Kirk stated that they evaluate them but they are not involved in setting them. He stated that if they find a weakness, they report it to us for our review. Mr. Meachem stated that he understands that during the audit process but he is asking him if he is a part of the creative process, the process where this work is being done. Mr. Kirk said, "No". Mr. Meachem stated that, in essence, what he is looking at and wants to ask him is, as an auditor, is he considered a part of the district's internal control process. Mr. Kirk said no because they are independent; therefore, if they were part of the internal control, they wouldn't be independent. Mr. Meachem asked how long did it take them and how many people were there. Mr. Kirk stated including himself there were five professionals and it took them about 507 hours. Mr. Meachem stated that in reading the evaluation and he had an opportunity to look at other audits just to familiarize himself with the process, is he to draw anything from the fact that of the five individuals that were involved with the preparation of this document, no one signed it anywhere. He stated that there is a printed signature of the company in total. Mr. Meachem stated that in looking at this, because he has never seen this before and he looked into this and he found out that the responsible person that prepares the audit generally signs the document, is he to draw anything by the fact that there is no signature that appears on this. Mr. Kirk stated that the audit's opinion by the lieutenant public accountant contains the firm's signature because the firm was engaged to perform the audit. Mr. Meachem stated that in the report, there were several references to federal programs, federal funding references and there was a word that he saw come across several times, sampling. He stated that he would draw the conclusion and stop him if he is wrong, that Mr. Kirk's firm looked at a sampling of documents in which to prepare his opinions. Mr. Meachem stated that he would like to know of that sampling, since federal funding is a fairly small portion of our budget and whenever it goes down, it tends to impact the local revenues because we are forced to raise the taxes on everyday people, how much of the local process did he involve in the sampling? Mr. Kirk stated that the sampling involved local, state and federal. He stated that they selected a sample of transactions from all of those levels to get a comfort level that the records are properly stated. Mr. Meachem asked if he has a rough idea of the amount of local sampling that he did. Mr. Kirk said, "No". He stated that they tested all areas such as cafeteria, capital improvements, building improvements and general fund operations just to get a professional comfort level that the records are properly stated. Mr. Kirk stated that on the federal basis, 57.61% of the federal funds tested were done in the federal programs that represent that percentage in total. Mr. Meachem thanked Mr. Kirk and told him that he would have to read it some more and would be calling him because it is not easy language and he understands that he prepared it in a professional manner but he is not an accountant and a lot of this does not make sense to him. Mr. Kirk stated that he would gladly entertain any questions and sit down with him. He stated that Mr. Meachem is right that this is a lot of work to review and it is not easy for the layperson to understand.

- F. Mrs. Laverdure stated that the preliminary budget update was going to be part of Other in her Superintendent's Report. She thanked Mr. Summers for his email this morning because this was not specifically listed but it had been prior to this on a timeline that was handed out at a Public Meeting. Mrs. Laverdure stated that they were able to add it and update the agenda items. Mrs. Pat Bader, Business Manager, stated that the timeline in her current handout/presentation is much shorter than in previous years because elections are earlier this year so everything gets moved up. She stated that we did revenues last time and now we are having our first look at where revenues and expenditures match and meet up. Mrs. Bader stated that we are going to have a Special Board meeting on January 12 and she would hope the Board would have enough information to adopt the preliminary budget at the Regular Board meeting on January 23rd. She stated that we have 2 additional meeting

dates available, January 24th and 25th but we have a legal requirement where we have to adopt the preliminary budget by January 25th. Mrs. Bader stated that on page 3 are the Legal Requirements as follows:

- Public Advertisement is required ten (10) days prior to adoption of the 2012-2013 preliminary budget.
- PDE deadline to make PDE 2028 (Preliminary Budget) available to public is **January 5, 2011**.
- PDE deadline to adopt the 2012-2013 Preliminary budget is **January 25, 2012**.
- Please note: There are deadlines for public notice submission to the Pocono Record.

Mrs. Bader stated that, in addition, other legal requirements of the preliminary budget are that the preliminary budget has the highest millage of the budget season. She stated that we can always go lower for the final budget, which will be presented and adopted in June, but we can never go higher. Mrs. Bader stated the reason she likes to point this out is because this information is put together without knowing what the Governor is going to propose to school districts. She stated that we don't know how much the Governor is going to give East Stroudsburg. Mrs. Bader stated that she only has assumptions in here based on rumors and hearsay that she heard from the Governor's Budget Office. She stated that the Governor is not set to announce his budget until February 7th, which is after our deadline to approve the preliminary budget, so she would caution the Board at setting the millage too low until we know what the Governor is going to do.

Mrs. Bader stated that on page 4 are the revenues and expenditures with an operating deficit of \$1,656,000. She stated that on page 5, it has the 2012-2013 Budget Summary as follows:

- A revenue budget of \$139,590,000
- Includes a projected 2.4% increase in real estate taxes based on equalized millage rates.
- Assumes a 90% Collection Rate of Real Estate Taxes
- Local Revenues are assumed to decrease 1.5% due to reassessments and declining collection of delinquents
- State Revenues are assumed to increase 7.1% due to increased funding for PSERS rate hike (additional \$1,222,000).
- All other state revenues are assumed to be flat.
- Federal Revenues are assumed to decrease 1.4%
- Exceptions in the amount of \$3,275,000 which would increase taxes a total of 5.8% are in excess of the district's 2.4% index.

*Homestead/Farmstead is assumed at the 2011-12 rate.

Mrs. Bader stated that on page 6, it has the East Stroudsburg Area School District (ESASD) Revenue & Expenditure Summary. She stated that page 7 has the ESASD Revenue & Expenditure Chart. Mrs. Bader stated that page 8 has the 2012-2013 Preliminary Revenue Budget Assumptions as follows:

- New tax revenue generated from an increase in taxes of 2.4% (index) is approximately 1,600,000.
- We may increase taxes to 5.8% and generate an additional \$3,275,000 for a total new revenue of \$4,875,000. The preliminary revenue budget represents revenues at index.
- A large budget item has been added for Tax Refunds due to reassessment appeals.
- Properties with pending tax assessment appeals are included at full value in the 2011 Certified Assessed Values.
- Delinquent tax revenues collection is budgeted lower than 2011-12.
- Porter Township remains in the East Stroudsburg Area School District.
- Transfer taxes will decrease from 2011-12 budget and Earned Income Taxes are flat.
- Basic Education Subsidy is estimated at the 2011-12 level.
- State Property Tax Reduction Allocation has been estimated at the 2011 level.
- Grant revenues have remained flat at 2011-12 levels.
- Uncertainty surrounding the level of 2012-13 State revenues continues and will not be announced until February 1, 2012. Since the increase in the PSERS rate means that the State must contribute more, some suggest that the Basic Education Funding will be cut by any increase in PSERS funding.

Mrs. Bader stated that on page 9 there is a pie chart with a review of revenues with revenue components year ending June 30, 2012. She stated that the State Revenue is 23.2%, Federal & Miscellaneous Revenue is 2.7% and the Local Revenue is 74.1%.

Mrs. Bader stated that on page 10 she detailed the district historical enrollment as follows:

	Building	Cyber Charter	Out of District Placement	Total
October 1, 2007	8233	104	138	8475
October 1, 2008	8093	121	159	8373
October 1, 2009	8056	159	132	8362
October 1, 2010	7875	207	130	8212
October 1, 2011	7555	252	110	7917
October 1, 2012*	7454	280	136	7870

Mrs. Bader stated that on page 11, she has a breakdown of expenditures. She stated that the total student administrative costs is 23.3%, the total debt & financing costs 12.0% and total salary and benefits 64.7%. Mrs. Bader stated that on page 12 she has the 2012-2013 preliminary budget expenditure assumptions as follows:

Salary and Benefits

1. A Support Staff salary increase has been included even though the contract has not been settled.
2. EBTEP health insurance trust contributions are estimated to increase 12% to \$15,120 per covered employee. The 2011-12 increase was budgeted at 9% to \$13,500 per covered employee.
3. PSERS contribution at 12.36% is the projected employer contribution rate.
4. There are no new staffing requests.

Budget Targets and Requisitions for Instructional and Administrative Departments.

1. Administrative targets are 2.0% less than the final 2011-12 budget.
2. Instructional targets were developed using a “Do not exceed” method and reduced by 2.0% from 2011-12.

Other

1. Estimated Capital Reserve transfer of \$1,000,000 (for projects).
2. Budgetary Reserve of \$750,000.
3. \$60,000 for negotiation attorney included.
4. A large fixed asset budget has been included at \$50,000 (estimates).
 - a. H S N Band Truck: \$27,000
 - b. H S N/Lehman Scrubber \$16,000
 - c. SME Tractor \$ 7,000

Mrs. Bader stated that on page 13 she detailed the budget expenditure history as follows:

Fiscal Year	Expenditure Budget	Increase (Decrease)	% Increase (Decrease)
2007–2008	\$125,296,096	\$10,595,430	9.24%
2008–2009	\$134,488,478	\$9,192,382	7.34%
2009–2010	\$122,694,000	\$(11,793,578)	(8.77%)
2010–2011	\$142,400,800	\$19,706,800	16.1%
2011–2012	\$141,514,000	\$(886,800)	(.63%)
2012–2013	\$149,810,000	\$8,296,000	5.9%

Mrs. Bader stated that on page 14 there are the 2010-2011 Budget Increases due to existing staff. She stated that on page 15 she has the 2012-2013 preliminary budget revenues of \$139,590,000 and on page 16 it has the revenues and expenditures at \$149,810,000 with an operating deficit of \$10,220,000. Mrs. Bader stated that on page 17 there is a graph detailing the preliminary budgets revenues vs. expenditures for the 2011-2012 vs. 2012-2013.

Mrs. Bader stated that on page 18 there are details about the fund balance as follows:

- A sign of fiscal stability.
- Enables the earning of interest income which offsets tax millage.

- Credit ratings of school districts and other public entities can be affected directly by the level of their fund balances; those with little or no money in reserve are considered to be higher risks and their ratings – along with their cost of borrowing, suffer accordingly.
- We are recommending no use of fund balance for the 2012-13 budget.

Guidelines for Fund Balance:

- PA Schools with a budget the size of ESASD are limited to a fund balance of 8%.
- Fund Balance should be one to three months of expenditures according to PSBA.
- The ratings' agencies: Moody's, Standard & Poor's, and Fitch recommend fund balance be 8% of current period operating expenditures (budget).

Mrs. Bader stated that on page 19 she has the details of the calculation of the fund balance as follows:

Unassigned 6/30/2012*	\$8,812,301
Budgeted 2012-13 Revenues	\$139,590,000
Budgeted 2012-13 Expenditures	\$149,810,000
Unassigned Fund Balance 6/30/2013	(\$1,407,699)

Rating Agency Recommended 6/30/12 Fund Balance:
8% of 2012-2013 expenditures of \$149,810,000 is **\$11,984,800**

* Assume no change in assigned fund balance from 6/30/11 to 6/30/2012

Mrs. Bader stated that on page 20 she has the millage requirements at a 90% collection rate) as follows:

	Monroe	Pike	Expenditures in Excess of Revenues
Assessed Property Values	444,044,010	199,857,940	
Taxes @ 2.4% (at Index)	185.40	131.39	\$10,220,000
Millage Increase	4.59	2.51	
% Increase	2.5%	1.9%	
Tax @ Index & Exceptions- 5.8% - Millage Increase	191.56	135.76	\$7,000,000
% Increase	5.9%	5.3%	
Taxes @ 13.1%			
Millage Increase	204.84	145.17	
% Increase	24.03	16.29	
	13.3%	12.6%	

Mrs. Bader stated that on page 21 there is the breakdown for the tax increase at an index of 2.4%

Monroe County

- STEB split of revenues is 75.81659%
- 2011-12 Millage is 180.81
- 2012-13 Preliminary Millage is 185.40 at index
- Increase of 4.59 mills (2.5%)
- On a \$25,000 assessment, the impact is \$9.56 per month or \$114.75 per year
- 2011 Homestead Median Assessment is 23,980 and 2011 Farmstead Median Assessment is 21,230

Pike County

- STEB split of revenues is 24.18341%
- 2011-12 Millage is 128.88
- 2012-13 Preliminary Millage is 131.39 at index

- Increase of 2.51 mills (1.9%)
- On a \$25,000 assessment, the impact is \$5.23 per month or \$62.75 per year
- 2011 Homestead/Farmstead Median Assessment is 27,470

Please Note: The assignment of revenue splitting between counties is performed and published by the PA State Tax Equalization Board. The number utilized is the STEB's definitive breakdown for the 2012-2013 budget.

Mrs. Bader stated that on the last page of her presentation (page 22) she recaps the preliminary budget considerations as follows:

- 1 Mill of Collected Taxes in Monroe County = \$399,639
- 1 Mill of Collected Taxes in Pike County = \$179,872
- By law on January 25, 2012, a preliminary budget must be passed.
- A special Board meeting is scheduled for Thursday, January 12, 2012 at 7:00 p.m. for further budget presentation.
- The preliminary budget is scheduled to be approved at the regular Board meeting on January 23, 2012.

Mrs. Bader stated that the preliminary budget is just a guidepost it does not signal anything because it is the final budget that matters and we have several months to balance the budget and reduce the potential tax increase. Mrs. Bader stated that she has some suggestions for some deficit reducing strategies that she would like to go over quickly. She stated that we may be able to have more revenues in our local budget because of our delinquencies. Mrs. Bader stated that we may be able to adjust our delinquent tax collections. She stated that, in addition, we may be able to adjust our collection rate. She stated that she is using 90% but it may be prudent to increase that to 91% based on the results that we get in January. Mrs. Bader stated that we may get lucky and the Governor may give us more money. She stated that we are always looking for a reduction in staff both approved by the Board and PDE or reductions in staff through attrition and retirements. Mrs. Bader stated that we can reduce our capital reserve transfer or we can reduce EBTEP health insurance contributions based on results that will occur later on during the year. She stated that we can reduce the workers comp contribution which the Safety Committee has worked hard in lowering the experience mod which is going down. Mrs. Bader stated that we can use the exceptions and increase our taxes which will decrease the budget deficit and then there are other programmatic areas that we might want to look at.

Mr. Horton stated that Mrs. Bader spoke about the 90% collection and hopefully 91% collection rate. He asked in the past years, what kind of collection rate has she seen. Mrs. Bader stated that this is why this is a little tricky because in 2008 we were collecting about 88%. Mrs. Bader stated that it had even dipped down to 87% in some of the municipalities. She stated that for 2010's collection season, we saw 91.4% but we had record high foreclosures. Mrs. Bader stated that she would really like to see what happens around January 15th when we will know what happened for the tax season that is ending December 31, 2011. She stated that there may be some validity to bumping it up a percentage point, to maybe 91%.

Mr. Meachem stated that he has some questions and he was taking notes as we were going along. He stated that there is one thing that he didn't see her add to the potential list of reductions. Mr. Meachem stated that he would like her to pencil it in "living within our means". He stated that one of the things that he had an opportunity to do during the last couple of weeks since he was sworn in, is to look over many of the records that he received. Mr. Meachem stated that he wants to speak to all his principals and he would like to state, emphatically, that he considers himself an ally and not an enemy to them. He stated that there is something that he does not understand that is happening in the process with budget transfers. Mr. Meachem stated that he sees that this is something that they don't talk a lot about and he is looking at wholesale transfers from one section to another. He stated that in looking at the preliminary document upon which we will be making that decision, he sees the words used like reserve. Mr. Meachem stated that Mrs. Bader, as the Chief Financial Officer in the district, he thinks she should be the only one developing reserves. He stated that this is the way he sees it but what is happening is that he sees that we got a lot of subsidiary reserves that are being developed out there. Mr. Meachem stated that if there are needs, he really thinks there is a manner by which to channel those types of decisions and concerns. He stated that one of the areas he looked at, and he sees that he is not here this evening and he does not want it to appear as though he is blindsiding him because he has personal obligations, but he noticed that we got an ITEC Director who has a really fairly healthy budget. Mr. Meachem stated that he sees that at the individual school levels, we are accounting for ITEC purchases. He asked why can't we put our trust in him and set up a mechanism between the schools for their needs and ITEC purchasing. Mr. Meachem stated that if we would eliminate that, he believes that would develop a healthy reserve that she can manage. He stated that he thinks this will help us add on to the footnote that he gave her of "living within our means". Mr.

Meachem stated that in looking at all of the things on her list, what is happening here is that we are looking to bludgeon our taxpayers or punish our workers. He stated that he just does not think that goes well to developing a healthy relationship. Mr. Meachem stated that he understands that there are tough decisions that will have to be made but if we are going to think outside of the box, one of the things that he will do is, hopefully, sit down with Mrs. Bader and get an understanding on is the budget transfers. He stated if we are allocating money into an area and it is then being transferred to another area other than that use, is it really needed. Mr. Meachem stated that if we got every building and department developing their own reserve, then what do we need you (Mrs. Bader) for. He stated that he is backing her because it was stated to him last week that we elected her into a position because she knows the numbers. Mr. Meachem stated that he thinks that what we need to do, is do things differently because if we sat here this evening and heard that the federal support is going to decrease 1.4% or we are expecting a flat increase from the Governor or we sit back every year and play guess your best and we hope he is kind to us, the fact is we are looking at legally increasing the taxes 5.8%. He stated that the fact is that our ancillary departments, like the IU20 and MCTI, are coming to us and they are pledging no increases. Mr. Meachem asked why can't we follow suit. He stated that this is just food for thought because he understands that we are going into the preliminary process and when we meet offline, we will be able to discuss several more of these things in depth. Mr. Meachem stated that these are just his rooky observations, if you will.

Mrs. Laverdure stated that she would like to clarify the one area with the IU and Mrs. Featherman may have explained this, but the operating budget may be at 0% increase but other services could go up. She stated that there are more than two separate budgets of the IU. Mrs. Laverdure stated that there is operating, and the staff has taken a freeze and she wants to be complimentary of that but transportation may go up, due to gas costs fluctuation. She stated that the services could go up based on the needs of the special education children's needs. Mrs. Laverdure stated that there are actually various budgets within the IU expenditures. She stated that when Dr. Brennan comes she will explain those different areas. Mr. Meachem asked to explain something to him. He asked that with the increase in services at the IU level particularly as they relate to special needs, is this covered under federal funding. Mrs. Bader and Mrs. Laverdure said, "No".

Mr. Gress stated that this is the same as the MCTI budget. He stated that it may stay flat but the funding formula the way that it is, will keeps increasing astronomically. Mr. Gress stated that some years it was 10%, 12% and 14%. He stated that they may speak a good game and say it is 0%. Mr. Meachem stated that you promised me we will speak about it. Mr. Gress said we will and it will never end. He stated that it still comes back to the 23% that the State gives us every year and it dwindles from 26% to 25% and they don't care in Harrisburg because they want to gut and destroy education. Mr. Gress stated that he is glad the voucher program died because it would have been another nail. He stated that in Harrisburg, they don't care about public education because they made it clear their goal is to destroy public education so their friends could make money on vouchers or something else. Mr. Gress stated that some of the senators are leaving. He stated the chief architect and he said it before when he sent the email and called his office, he would not even respond to him because he is not his constituent. Mr. Gress stated that the Chairman of the Department of PA refused to talk to a Board Member from another part of the State and he will say it until he leaves office at the end of next year. He stated that he is leaving and probably to work for another charter school to make a lot of money and work at destroying public education. Mr. Gress stated that we have a lot of work to do and like Mrs. Bader said, it is just the beginning of a long process.

Mrs. Laverdure asked Mrs. Bader to clarify that when we started last year to give a perception of where we were now compared to last year, we had to fill a \$12,000,000 gap. Mrs. Bader said she is correct. Mrs. Laverdure stated that last year in the preliminary budget, we had to fill a \$12,000,000 gap where this year's preliminary budget, after all the hard work we did, was \$10,000,000 gap. She stated that this is the starting process in the preliminary budget and we see as the future comes in. Mrs. Laverdure stated that they were able to do that very well with the support from everyone, without impacting a lot of programs through attrition. She stated that the Board chose not to downsize staff and hopefully, we will progress through the same process we used last year as we start looking through these numbers a little bit more closely.

Mrs. Featherman asked if we are self-insured through the IU 20 or are we with another health insurance plan. Mrs. Bader stated that we have a trust that is set up at the IU 20 with other school districts. She stated that they administer it and the insurance is through Blue Cross Blue Shield. Mrs. Bader stated that, basically, we get to keep our profits. Mrs. Laverdure stated that we have been able to utilize those profits as well as at times to offset some costs. Mrs. Laverdure stated that it is a very sobering evening and we appreciate everyone here. Mr. Freeman stated that when you say profits, they are not real profits because we overpaying for over 90% of health insurance as a district. Mrs. Bader stated that what she means is that we fund at a certain level and if our employees are less sick or healthier... Mr. Freeman said then it is less of a payout and not profits.

G. Mrs. Laverdure stated that she received a letter, and she thinks it is important to share some of the technology we have and those magnificent facilities that we have, from Mr. Ed Krawitz who is a retired attorney. She stated that under the leadership of Mr. Borosh and Mrs. Duggins, he wrote, "I had an occasion to attend the community technology outreach recently and wish to commend you and the school district for a fine and well-organized program for the benefit of those of us who are members of the community who are no longer in school. In our quest for more knowledge in relation to the various technological aspects of our current lives, this seminar was most helpful. I personally want to thank you for a knowledgeable staff and well-organized community service." Mrs. Laverdure stated that there will be three more of these outreach opportunities as the year goes on. She stated that she thinks it is important to show that we are trying to give back to the community as well.

X. **PUBLIC PARTICIPATION** -- Federal Programs
Title I
Title VI
Other Concerns

A. Mr. Gary Summers stated, for a point of clarification, on the sheet that Mrs. Bader showed where she compares Monroe and Pike Counties, and he understands the index and understands there is a difference between both counties. Mrs. Bader asked what page is he referring to. Mr. Summers stated on page 20, he want to make sure he understands that she showed that she potentially can reduce our deficit by \$7,000,000 by going from 2.5% to 5.9% increase in Monroe County with the difference being he believes the exceptions. Mrs. Bader said, "Yes". Mr. Summers asked have the exceptions been requested and have they been approved. Mrs. Bader stated no because it is still early yet. Mr. Summer stated so she still has to go through the process of requesting the exceptions through PDE and the courts, etc.; therefore, she is guessing that we might be able to get an additional 3.5%. Mrs. Bader stated that the preliminary budget has to have those assumptions in it.

B. Mrs. Meachem stated that Mr. Gress mentioned that we are losing students to cyber schools and cyber charter schools and that sort of thing; therefore, what is the district doing to possibly attract the students to return or woo others. She asked are we working on any active plans to make our school district attractive to people who have proceeded to cyber charter schools or cyber schools. Mrs. Laverdure stated that we have opened our own virtual academy under the auspices of the East Stroudsburg Area School District. She stated that we were one of the first school districts to do this three years ago and it was grades 9-12 at that point. Mrs. Laverdure stated that this past year, we expanded it from grades 7-12. She stated that the students work directly with our own staff members and teachers. Mrs. Laverdure stated that we have one of our administrators who oversees them, Mrs. Prefontaine, in conjunction with Mr. Borosh, with the ITEC Department as well. Mrs. Meachem asked if we are doing anything to attract them to our brick and mortar schools because cyber charter schools are not that great, so what are we doing to attract them back to the brick and mortar schools that we have to maintain anyway. Mrs. Laverdure stated that they talk to them and counsel them but some parents and students want a virtual experience. Mrs. Meachem asked what would be the reason and what do they share with her. Mrs. Laverdure stated that they are very personal but some parents want to assist in the classroom and that would be through virtual academy, since they work. She stated that others may attend due to health, pregnancy, etc. Mrs. Laverdure stated that there are different reasons why they are not in school. Mrs. Meachem stated that on page 10 of the handout, it says out of district placement and asked what does this mean and how does one become out of district placement. Mrs. Meachem asked do they request it or does the district send them there. Mrs. Laverdure stated that some of it is disciplinary but most of it is academic, based on the individual programming for the child. She stated that sometimes special education dictates this. Mrs. Meachem asked where do they go. Mrs. Bader stated that it could be a hospital. Mrs. Meachem stated that it says that we have 110 students so are they all in a hospital or what does this mean. Mrs. Laverdure stated that out of 110, 31 are at the Colonial IU 20. She stated that we also have others at different locations such as at the Scranton School for the Deaf, depending on individual needs and learning issues of the students. Mrs. Meachem asked what percent of tuition do these other schools get. She asked do they get 100% or another percent or what do they get of the tuition dollars per students. Mrs. Laverdure stated that she is not sure what she means. Mrs. Meachem stated that if we have about \$100,000 going to charter school, is this all the money going per student or is it a percentage that the charter school gets. Mr. Forsyth stated that when placing them, there is a contracted rate that is established by Board motion to do that. He stated that they are not all directly related to our per student allocation. Mr. Forsyth stated that the ones that are would be the cyber charter and charter schools. He stated that they receive from the district 100% of our daily per pupil allocation for that student. Mrs. Meachem said, "Thank you." Mrs. Laverdure stated that it is important to also say that we do get money back from the State based on our special education contingency funds. She stated that the Special Education Directors do a lot of work to document the

needs of the children. Mrs. Laverdure stated that they write to the State depending on the needs and they have received the maximum money that we possibly can every year.

- C. Mr. Robert Hetu stated that his purpose for being here tonight is to introduce himself and his committee in Middle Smithfield Township. He stated that a little over a year ago, the Middle Smithfield Township Supervisors created an Economic Development Committee for Middle Smithfield Township. Mr. Hetu stated that there are two other members of the committee with him here tonight. He stated that the purpose of them being here is to introduce that fact to the Board. Mr. Hetu stated that their goal is to continue to improve the tax base in Middle Smithfield Township by bringing in more business to continue to develop the township. He stated that they feel it is very important for them, as a community to begin to partner on an increasing level with the school district because we are obviously very important to each other. Mr. Hetu stated that it is a very important impact on both of our abilities to have qualified people to work in Middle Smithfield Township increasing the tax base, etc. He stated that his purpose, again, tonight was to introduce the fact that we have the committee in place. Mr. Hetu stated that his role is to be kind of a liaison, to work with the school Board when appropriate under the auspices of the committee. He stated that we are hoping that at some point after the first of the year when we get through our immediate need for budgeting, that we will be able to convene a meeting with a group of us just to further discuss how we can be of assistance to each other and how we can work together as we move forward. Mrs. Laverdure thanked him for coming and asked him to forward his contact information.
- D. Mr. Bob Pullman stated that when he and his wife moved into Middle Smithfield Township in 2005, he asked the question that he is going to ask now. He stated that it has to do with the comment that was made before about the difference in taxation between Pike and Monroe Counties. Mr. Pullman asked if we differentiate between the students that we teach from both counties. He stated that he doubts it because we teach both the same and service them the same. Mr. Pullman stated that he is looking at the document on page 21 and he sees that the increase for Pike is \$62 per year and for Monroe it is \$114 per year. He asked what is he missing here because that is significant. Mrs. Bader stated, that first of all, the assessment for both counties are not one for one. Mr. Pullman stated that he understands that but the way she presented it here it says \$114 for Monroe and \$62 for Pike. He stated that this means that we are paying more than they are paying, yet their students get the same amount of services that our students do. Mrs. Bader stated that the State Tax Equalization Board tells us how much the Monroe County and Pike County residents are responsible for our budget. She stated that in that case 75.8% has to be paid by Monroe. Mrs. Bader stated that when you then use the assessment, they have two separate common level ratios. She stated that the properties are assessed at different values. Mr. Pullman said not to cut you off; but, the bottom line is that you are provided numbers by the State and that is what you have to use. Mrs. Bader said, "Yes". Mr. Pullman stated that therefore the bottom line is that Monroe pays more and Pike pays less yet we get the same service. Mrs. Bader stated that she doesn't think she can answer that question. Mr. Pullman stated that he does not want to put her on the spot but it says it in the document to him, as a layperson, and he is not going to get into common level ratios or State Tax Equalization Board numbers etc, but that is what it says here. Mrs. Bader stated that she used the \$25,000 assessment and that might not get you the same property in both places. Mr. Freeman stated that Mr. Pullman is absolutely right and he has been in Middle Smithfield Township for the past 20 years. Mr. Pullman thanked him and said someone understands. Mr. Freeman stated it is not anything that the Board is doing but it is mandated and we cannot change it. Mr. Pullman stated to Mrs. Bader bottom line, it is mandated by the State. Mrs. Bader stated that it is mandated by the State Tax Equalization Board.
- E. Mr. Ray White stated that this is a very top line budget. He stated that some of us in the room are used to looking at detailed line items budgets of 140 line items or more. Mr. White stated on page 14, it would be extremely helpful to him to see numbers of personnel certainly not names but numbers of personnel in each of those categories. He stated that he knows we have that data available. Mr. White stated that with a top line budget she should have provided that to the public and asked is there any reason why this was not done. Mrs. Bader stated that we have plans at the January 12th meeting to have some more detailed information, including head count by building. She stated that this is something new they developed this year. Mrs. Laverdure stated that this is the first step of a long process that will not be completed until May. Mr. White stated that he understands that because he has developed budgets of \$250,000,000 or more. He stated that he understands but that process to zero budget is a very basic process which starts with numbers of personnel, so that could have been on here. Mr. White asked if there is line item work up of the budget available for public review. Mrs. Bader stated that she has an excel spreadsheet that she provides to the Board but she has not given it out yet, which has sort of the bigger categories such as utilities, insurance, legal, etc. She stated that Governmental budgeting is broken down into objects; therefore, the way governmental budget is done is different from a corporate budget. Mrs. Bader stated that she tried to do a conversion so that they can see sort of the top end line items such as the Business Office and utilities. Mr. White asked would there be line items that pertain to things

that are purchased for teachers like periodicals because he has seen it in the past budgets. Mrs. Bader stated that if he saw it in our budget, it might have been supplementarily prepared. She stated that we have dues and fees under the 800 object code. Mr. Gress stated that it is also in the buildings' line items. He stated that it depends on the amount of details he wants but there is stuff available. Mr. White stated that it should have been here in the handout. Mrs. Laverdure stated that this is just a start. Mr. White asked if the details would be available if someone wants to see it. Mrs. Bader said, "Yes through a right to know request".

- F. Mr. Opheil Richardson stated that Mr. Gress said that when we present these things to Harrisburg, they don't care. He stated that he takes offense to this because what this is telling him is that his presentation is not up to par because if he presents a proper presentation, there is no way Harrisburg can sit back and say they don't care about education. Mr. Richardson stated that education is the plateau that got them to where they are, so for them to sit back and say that they don't care is highly unacceptable. Mr. Gress stated that he agrees with him but he has been on the Board for eight years, has been attending meetings for 20 years and has been on other boards. He stated that he has testified in Harrisburg in regional testimonies and the School Board has many, many times, has said this is our plate that we get 23% funding from them and we need more money from them, the State, to help our taxpayers and they give us less. Mr. Gress stated so when he says they don't care he is going by factual numbers. He stated that over the last ten years, the State funding has dwindled. Mr. Gress stated that we used to get 30% then 25% and now we are down to 23% funding so that money is going elsewhere except for here; therefore, when he says they don't care, they don't care. Mr. Gress stated that our local representatives try but the majority of them don't care about us because they are not going to give us money. He stated that the facts are 23% funding to our local school district is totally wrong. Mr. Gress stated that he has testified and has written the Governor. He stated that he called the Governor, Senators and anyone he can. Mr. Gress stated that they have all testified and spent so much money and energy on testimonies that most of the time they say don't go because it is a waste of productivity to go down there and spend hours driving and testifying and then they give us less money. He stated that they pass laws that we have to follow. Mr. Gress stated that when the gentlemen that spoke about STEB Ratios, he was going to tell him if he wants to have some fun, call Harrisburg and ask them to explain STEB ratios. Mr. Gress stated that he has done it and no one can explain it. He said to call the Senators or State Representatives and ask what is a STEB ratio that dictates how much split districts like ours, Monroe County and Pike County gets. He stated to ask them what it means and how it works. They cannot answer; no one can. Mr. Gress stated that it is a complicated formula and it is wrong but Harrisburg dictates it; therefore, he will stand by that they don't care about Monroe County, PA because they know we are a small voice. He stated that we either cut programs, gut education or get thrown off the Board for raising taxes. Mr. Gress stated that he has been here a while and has seen it over the years and this is his opinion and he stands by it anytime. Mr. Richardson stated that he appreciates this that he has attended over ten years but asks what has changed in his presentation? He asked what did he bring to them differently. Mr. Gress stated that he can give him the testimony because they have written documentation every year. He stated that they send testimony to Harrisburg on what the district wants and give it to our representatives whatever it may be equal funding for our district, equal assessment and stop mandating us to do things but they won't do it. Mr. Gress stated that we tried every avenue under the sun including suing them and even that does not work to try to get proper funding. He stated that the Superintendent's Office has a whole list of what we have done such as complaints and concerns. Mr. Gress stated that we have information on what PSBA, the organization we are part of, has done, like they tried to continue to bring funding back so we won't cut education or raise taxes or services. Mr. Richardson asked if this information is available to the public on what has taken place because he is saying that we are doing it because no one knows what is happening, so all we are seeing is that our children are being shortfalled. He stated that there has to be something else that can be done or has to be done. Mr. Freeman stated that they are doing this as individual taxpayers because they are not paid. He stated that Mr. Richardson can go to Harrisburg himself and try to get ahead with them by writing letters or emails. Mr. Freeman stated like he said, they are doing this as individual taxpayers aside from being a Board member, because they are looking out for everyone and themselves. He stated that it is not just mandated for Mr. Gress to do it because he does this out of concern for everybody, beyond his Board duties and that's what he is saying, also. Mr. Freeman stated for Mr. Richardson to write a letter to Harrisburg or email his local person and see if it is not the same response like we have been getting for ten years and then you will know what we have been going against for years. Mr. Richardson asked so the buck stops there at Harrisburg. Mr. Freeman said that's correct for the State. He stated it is Harrisburg. Mr. Cooke stated that the State has one job and that is to fund education. He stated that the State is supposed to fund education at 50% but like Mr. Gress said they are funding education at 23%. Mr. Cooke stated that he has been lobbying for over 38 years to get full 50% funding from Harrisburg and it falls on deaf ears. He stated that they are not following up to their constitutional duties. Mr. Cooke stated that it is up to our taxpayers to let our representatives know that they are not going to stand anymore for not full funding of education. He stated that full funding of education is at 50% and until everybody does that, we probably will not get our 50% of funding. Mr. Cooke stated that the onus does not fall on them but on the taxpayers to let their

representatives know that they are not going to stand for anything less than 50% funding. He asked will that happen. He will ask Mr. Richardson that? Mrs. Laverdure stated that the other part of his question is yes because there are community outreach initiatives to get the information to the public. She stated that last Thursday, she sat on a panel that the League of Women Voters presented at Stroudsburg Junior High School and many of the issues and concerns we spoke about tonight and are facing, were discussed at that two-hour forum that was open to the public and advertised through radio and the newspaper. Mrs. Laverdure stated that he just has to look for them.

Mr. Meachem stated that since it looks like we are moving on from this point, he would like to ask that the whole public requests for this type of information, because he is a little concerned, is definitely the public's information with the documents that we are here looking to serve the public with. He stated that he would like to see that we completely circumvent the Right to Know Request process concerning this. Mr. Meachem stated that we don't want to create obstacles for the people to get to the information because it is really their information. Mr. Meachem asked if we can avoid that, because he heard we can provide documentation for the people through the Right to Know Request process but this is an unnecessary step. He stated that it would be different if we had to go down to some archives and dig it out but the fact is that this stuff is completely available and no one should have to go through this process. Mr. Meachem stated that he is going to ask that we revise our thinking on that process and if, in fact, a taxpayer makes an appointment to come in between business hours, they should not have to be thwarted by that process. Mr. Gress stated that if you keep coming to meetings, because sometimes people who come to the meetings all the time say he sounds like a broken record but a lot of times he keeps saying the same things for the new people to hear that it has been said for years. He stated that it is important to come back to the meetings to understand because like the gentlemen said he said, something in 2005 and he remembers this. Mr. Gress stated that it is important to keep coming because this stuff does come back up and it is continuing and sometimes it is insanity. He thanked Mr. Richardson for coming and asking questions. Mr. Richardson stated that Mrs. Bader said that there has been record foreclosures in the area. He asked what criteria is she using to come up with the assumption that we stand to collect a 90% rate on this item. Mrs. Bader stated that the Pocono Record did, in January, an article called, The State of the Poconos and it stated that there was record high foreclosure. She stated that what she did in December, she looked over the last six months the tax collection period and looked at the collections over that time to see what the percentage has been. Mrs. Bader stated that last year, it was 91.4% and if it is something similar to that, we could probably nudge up our collection percentage from 90 to 91. Mr. Richardson asked what was the foreclosure rate last year compared to this year. Mrs. Bader stated that she does not know. Mr. Freeman stated that the foreclosure rate is higher this year. He stated that it is easier to collect the funds from banks than an individual and that is why we are collecting 91%. Mr. Freeman stated that the banks will pay us the taxes, where if we go after an individual that was not having their taxes escrowed the money would not come in. He stated that the banks will pay us much quicker what is due than an individual would; therefore, if foreclosures go up, we are going to get more money quicker.

- G. Mr. _____ (name not given) asked if we have run any algorithms based on the increase of taxes, on how many people we are losing, moving out, businesses, jobs loss, etc. Mrs. Bader stated that the only thing she does is that she gets the Act 1 timeline. Mrs. Bader stated that the two county tax assessors have to certify to her what the assessment values are that are going to be used. Mr. _____ stated that she did not answer his question. Mrs. Bader stated she did not run any algorithms. Mr. _____ asked if she ever thinks that as we keep increasing taxes and forcing people to move out, the Board and the schools are getting less money than if you did not increase taxes leaving businesses here to create more taxes instead of pushing them out. Mrs. Bader stated that we kind of watch what is happening in the county. Mr. _____ asked kind of? Mrs. Bader stated that we stand alone. She stated that we are our own unique school district but we do watch what is happening in other parts of the counties as far as foreclosure, loss of enrollment and population shift. Mrs. Laverdure stated that she sits on the 20/20 Task Force for Monroe County, that is looking at some of these types of issues. She asked him if he is part of the committee. Mr. _____ asked if she means the Economic Development Committee. She said, "Yes". Mr. _____ said, "Absolutely". Mrs. Laverdure stated so it is good to have you here and to understand that there is going to be different partnerships that we have not seen in the past. Mr. _____ stated that he assumes she will meet with them. Mrs. Laverdure said, "Absolutely". Mr. Gress stated that this committee is great because if it is KOZs or something else to help out. Mr. _____ stated that they are talking KOZs and other types of things. Mr. Gress stated that the Board has done this in the past for various projects because obviously industry is important. Mr. _____ stated that the State is opening up applications again for KOZs. Mr. Gress stated that it is good that they are because this is a way to get businesses in here to create jobs.

H. Dr. Nadia Worobij stated that she is here to congratulate and commend the School Board members who have been here for a while as well as the administrators who have served and for the sound decisions they have made that ultimately affect the education of our youth. She thanked them for every time spent at meetings, visiting our schools and working amicably together. Dr. Worobij stated to our newly elected School Board members, “Welcome, you bring to the table new ideas, new outlooks, your knowledge, your expertise, your leadership, life experiences as well as your various communication styles and diverse views, your conversion and diversion, thinking styles, a sense of duty, responsibility and, of course, your own unique personality”. Dr. Worobij stated that she wants to thank all of them, the old and the new members, for serving on the School Board. She stated let’s work together in collaboration for the goal of providing the best educational possibilities for our youth.

XI. PERSONNEL ITEMS

A. Support Staff – Uncompensated Leaves of Absence

ACTION BY THE BOARD:
 Motion was made by Eileen Featherman to approve the uncompensated leaves of absence in accordance with the approved applicable policy, procedures and contractual agreement. Motion was seconded by Roy Horton and carried unanimously, 9-0.

1. Uncompensated Leaves of Absence – In accordance with School Board Policy #539

Name	Position Held
a. Cirmigliaro, Roseria	Secretary – High School North Effective Date: April 12, 2011 Now Through: May 3, 2012
b. Stevens, Miriam	Instructional Aide - High School North Effective Date: January 23, 2012 Through: December 14, 2012

(Requests received)

B. Support Staff

ACTION BY THE BOARD:
 Motion was made by Robert Cooke to approve the resignations, leaves of absence, reassignments and appointments to the support staff designated, in accordance with the approved applicable policies, procedures [*subject to proper completion of all necessary documents and obtaining all necessary positive clearances*] and contractual agreement. Motion was seconded by Eileen Featherman and carried unanimously, 9-0.

1. Resignations

Name	Position Held
a. Coddington, Joseph A.	School Police Officer (12 month, 1 st shift) - District Effective: at the end of the workday on January 2, 2012.
b. George, Thomas	Bus Driver – Transportation Effective Date: December 7, 2011
c. Siversten, Robin	Student Helper - East Stroudsburg Elementary Effective Date: at the end of the workday on December 22, 2011.

(See pages 17-19)

2. **Leaves of Absence (Date Changes) - In accordance with School Board Policy #535**

Name	Position Held
a. Bryfogle, Linda	Security Guard (1 st shift) – High School South Effective Date: November 2, 2011 Length of Leave now through: December 2, 2011
b. Dreisbach, Katherine	Confidential Secretary – Human Resources Effective Date: April 18, 2011 Length of Leave now through: June 29, 2012 This is an intermittent leave.
c. Malvagno, Catherine	Instructional Aide - Lehman Intermediate Effective Date: October 10, 2011 Length of Leave now through: December 22, 2011

3. **Leaves of Absence - In accordance with School Board Policy #535**

Name	Position Held
a. Farmer, Patricia	Confidential Secretary – Human Resources Effective Date: December 15, 2011 Length of Leave: six weeks
b. Kofel, John	Custodian (1st shift) – J. T. Lambert Intermediate Effective Date: December 15, 2011 Length of Leave: January 15, 2012
c. McDermott, Amy	Student Helper – High School South Effective Date: December 13, 2011 Length of Leave: December 23, 2011
d. Mondello, Patricia	Instructional Aide - High School North Effective Date: November 29, 2011 Length of Leave: December 19, 2011
e. Poplawski, Robert	Bus Driver – Transportation Effective Date: November 17, 2011 Length of Leave: eight weeks

(Applications for Leaves of Absence received)

4. **Reassignments**

Name	Position Held
a. Parham, Hasana	From: Security Guard (1 st shift) – High School South To: Security Guard (1 st shift) - High School North Effective Date: November 1, 2011
b. Johnson, Robeen	From: Security Guard (2 nd shift) – J. T. Lambert Intermediate To: Security Guard (1 st shift) - High School South Hourly: \$12.93 Effective Date: November 1, 2011

5. **Appointments (Extensions) - Long Term Substitutes**

Name	Appointment
a. Getting, Jamie	Instructional Aide (Step 1) – Middle Smithfield Elementary (LTS) Hourly Rate: \$13.97 Effective Date: September 19, 2011 now through May 3, 2012 only. Jamie replaces Marialena Melchiorre who was temporarily reassigned.
b. Melchiorre, Marialena	Secretary (Step 1) – High School North (LTS) Hourly Rate: \$11.81 Effective Date: July 1, 2011 now through May 3, 2012 only. Marialena replaces Roseria Cernigliaro who is on a leave.

6. **Appointment - Long Term Substitute**

Name	Appointment
a. Doxbeck, Allison	Instructional (Reading) Aide (Step 1) – Bushkill Elementary (LTS) Hourly Rate: \$13.97 Effective Date: January 3, 2012 through March 7, 2012 only. Allison replaces Ellen Bianco who was temporarily reassigned.

7. **Appointment - Temporary Student Intern**

Name	Appointment
a. Hirsch, Matthew	Temporary Maintenance Student Intern (MCTI) – Maintenance Hourly Rate: \$8.00 Effective Date: August 29, 2011 Through: the last student day of the 2011-2012 school year only.

8. **Substitute Appointments**

Name	Position(s)
a. Bingaman-Lutz, Beth	Cafeteria Worker, Instructional Aide
b. Dickerson, Michael	Custodian
c. Doxbeck, Allison	Instructional Aide
d. Felloni, Michele	Cafeteria Aide, Cafeteria Worker, Custodian
e. Lattimore, Kadejea	Security Guard
f. Ruggeri, Jessica	Custodian

C. **Support Staff - Resignation/Agreement**

ACTION BY THE BOARD:

Motion was made by Douglas Freeman to approve the resignation of employee #8187 effective December 2, 2011 and that the Board further ratify and affirm the authority of the Superintendent to execute the Agreement and Release in the form as approved by John Audi, Esq., Special Counselor to the Board. Motion was seconded by Eileen Featherman and carried unanimously, 9-0.

(See pages 20-28)

D. Professional Staff – Uncompensated Leave of Absence

ACTION BY THE BOARD:

Motion was made by Eileen Featherman to approve the uncompensated leave of absence in accordance with the approved applicable policy, procedures and contractual agreement. Motion was seconded by Roy Horton and carried unanimously, 9-0.

1. Uncompensated Leave of Absence – In accordance with School Board Policy #439

- | Name | Position Held |
|---------------|--|
| a. Kerr, Kira | Chemistry teacher – High School North
Effective Date: February 27, 2012
Through: the end of the 2011-2012 school year. |
- (Request received)

E. Professional Staff

ACTION BY THE BOARD:

Motion was made by Robert Cooke to approve the resignation, leaves of absence, change of status, appointments, salary changes and tenure to the professional staff designated, in accordance with the approved applicable policies, procedures [*subject to proper completion of all necessary documents and obtaining all necessary positive clearances*] and contractual agreement. Motion was seconded by Eileen Featherman and carried unanimously, 9-0.

1. Resignation

- | Name | Position Held |
|----------------------|---|
| a. Lavelle, Rosemary | Guidance Counselor - High School North
Effective Date: January 4, 2012 |
- (See page 29)

2. Leaves of Absence (Date Changes) – In Accordance with School Board Policy #435

- | Name | Position Held |
|------------------------|--|
| a. Angelopoulos, Eleni | Grade 1 teacher – East Stroudsburg Elementary
Effective Date: August 24, 2011
Length of Leave now through: December 22, 2011 |
| b. Karpe, Michael | Grade 5 teacher – Middle Smithfield Elementary
Effective Date now: December 13, 2011
Length of Leave: January 18, 2012 |

(Requests received)

3. Leave of Absence (Extension) – In Accordance with School Board Policy #435 and Child Rearing Leave

- | Name | Position Held |
|--------------------|--|
| a. Lamoreux, Erica | Grade 4 teacher – Middle Smithfield Elementary
Effective Date: September 14, 2011
Length of Leave now through: the end of the 2011-2012 school year. |

(Request received)

4. **Leaves of Absence –In Accordance with School Board Policy #435**

Name	Position Held
a. Dahl, Barbara	Grade 4 teacher – Middle Smithfield Elementary Effective Date: December 6, 2011 Length of Leave: January 27, 2012
b. Doyle, Jacqueline	Reading Specialist - Resica Elementary Effective Date: December 8, 2011 Length of Leave: January 19, 2012

(Request for Leaves of Absence received)

5. **Change of Status - Long Term Substitute**

Name	Appointment
a. Bianco, Ellen	From: Instructional Aide (Reading) – Bushkill Elementary (LTS) To: Reading Specialist - Bushkill Elementary (LTS) Salary: \$42,865.00, prorated (Step 1 Column 7) Effective Date: January 3, 2012 through March 7, 2012 only. Ellen replaces Carrie Burlein-Pitz who is on a leave. At the conclusion of this temporary teaching assignment, Ellen will return to her instructional aide position.

(See page 30)

6. **Extensions of Appointments - Long Term Substitutes**

Name	Appointment
a. Guckin, Jessica	Grade 4 teacher – Middle Smithfield Elementary (LTS) Salary: \$39,702.00, prorated (Step 1 Column 1) Effective Date: September 14, 2011 Now through: the last teacher day of the 2011-2012 school year only. Jessica replaces Erica Lamoreux who is on a leave.
b. Sorrentino, Jaymie	Grade 1 teacher – East Stroudsburg Elementary (LTS) Salary: \$40,136.00, prorated (Step 1 Column 2) Effective Date: August 24, 2011 Now through: the end of the workday on December 22, 2011 only. Jaymie replaces Eleni Angelopoulos who is on a leave.
c. Ziegler, Jillian	Guidance Counselor – High School North (LTS) Salary: \$42,865.00, prorated (Step 1 Column 7) Effective Date: August 24, 2011 Now through: the last teacher day of the 2011-2012 school year only. Jillian replaces Rosemary Lavelle. This position includes an additional ten (10) supplemental days for the 2011-2012 fiscal year.

7. Appointments - Long Term Substitutes

Name	Appointment
a. Farley, Erin	English teacher – High School South (LTS) Salary: \$41,870.00, prorated (Step 1 Column 6) Effective Date: January 3, 2012 Through: the last teacher day of the 2011-2012 school year only. Erin replaces Beth Winschuh who is on a leave.
b. Handelong, Amber	Guidance Counselor – High School South (LTS) Salary: \$43,375.00, prorated (Step 1 Column 8) Effective Date: to be determined, pending certification Through: the last teacher day of the 2011-2012 school year only. Erin replaces Faith Nicosia who is on a leave.
c. Sorrentino, Jaymie	Gifted teacher – Bushkill, Middle Smithfield and Smithfield Elementary (LTS) Salary: \$40,136.00, prorated (Step 1 Column 2) Effective Date: January 18, 2012 Through: the end of the workday on May 15, 2012 only. Jaymie replaces Holly Burns who is on a leave.

(See pages 31-33)

8. Salary Changes

	Name	From	To	Effective
a.	Lowe, Angelica	\$52,638 (Step 7 Column 5)	\$52,638 (Step 8 Column 5)	8/24/11
b.	Perkins, Rose	\$45,409, prorated (Step 5 Column 3)	\$46,276, prorated (Step 5 Column 5)	12/22/11
c.	Sorrentino, Jaymie	\$40,163, prorated (Step 1 Column 2)	\$40,136, prorated (Step 1 Column 2)	8/24/11- 12/22/11

9. Homebound

Name	Certification
a. Bender, Gillian	English

10. Substitute Appointments

Name	Certification
a. Doxbeck, Allison	Elementary
b. Farley, Erin	English
c. Handelong, Amber	Guidance Counselor
d. Hartle, Brenton	Social Studies
e. Ruschmeyer, Leif	em (all areas)

F. Extra Responsibility Positions

ACTION BY THE BOARD:
Motion was made by Eileen Featherman to approve the rescission and appointments according to the 2010-2013 contractual agreement between the East Stroudsburg Area School District and the East Stroudsburg Education Association. Motion was seconded by Marjorie James.

1. **Rescission**

Name	Position
-------------	-----------------

a. Wisotsky, Matthew Intramural Weight Room Co-Supervisor (winter) - Lehman

(See page 34)

2. **Appointments for the 2011-2012 School Year**

	Last Name	First Name	Position	Building	Rate
a.	Antolick	Lynn	Choral Director	Middle Smithfield Elementary	\$1,704.88
b.	Baer	Evan	Wrestling Assistant Coach	J. T. Lambert Intermediate	\$2,956.27
c.	Berardi	Ann Marie	Intramural Math Group Co-Advisor (2nd semester)	Middle Smithfield Elementary	\$23.23/hour (48 hour maximum between 2 advisors)
d.	Berryman	John	Girls' Basketball Assistant Coach	Lehman Intermediate	\$2,049.29
e.	Billello	Jessica	Intramural After School Study Advisor - 1st semester (Tuesday)	High School North	\$23.23/hour (48 hour maximum)
f.	Billello	Jessica	Intramural After School Study Advisor - 2nd semester (Tuesday)	High School North	\$23.23/hour (48 hour maximum)
g.	Bonser	Jeremy	Intramural Winter Sports Advisor	East Stroudsburg Elementary	\$23.23/hour (48 hour maximum)
h.	Christian	Edward	Intramural Weight Room Supervisor (winter, 2nd half)	High School South	\$23.23/hour (48 hour maximum)
i.	Coffman	Adam	Volunteer Swim Coach	High School South	not applicable
j.	Conklin	Donna	Intramural Grade 2 Peer Reading Co-Advisor (1st semester)	East Stroudsburg Elementary	\$23.23/hour (48 hour maximum split between 2 advisors)
k.	DeLeon	Karla	Intramural After School Math Study Tri-Advisor - 1st semester	High School North	\$23.23/hour (48 hour maximum split between 3 advisors)
l.	DeLeon	Karla	Intramural After School Math Study Tri-Advisor - 2nd semester	High School North	\$23.23/hour (48 hour maximum split between 3 advisors)
m.	Diehl	Matthew	Intramural Girls' Volleyball Co-Advisor	High School North	\$23.23/hour (48 hour maximum between 2 advisors)
n.	Kerzner	Phillip	Intramural Softball Tri-Advisor	High School South	\$23.23/hour (48 hour total maximum-between 3 advisors)
o.	Kizer	Ann Marie	Intramural Math Group Co-Advisor (2nd semester)	Middle Smithfield Elementary	\$23.23/hour (48 hour maximum between 2 advisors)
p.	Mitchell	Brian	Intramural Weight Room Co-Supervisor (winter)	Lehman Intermediate	\$23.23/hour (48 hour maximum between 2 advisors)
q.	Mochan	Karen	Intramural After School Math Study Tri-Advisor - 1st semester	High School North	\$23.23/hour (48 hour maximum split between 3 advisors)
r.	Mochan	Karen	Intramural After School Math Study Tri-Advisor - 2nd semester	High School North	\$23.23/hour (48 hour maximum split between 3 advisors)
s.	Prothro	Aileen	Spirit Squad Club Advisor (fall)	Lehman Intermediate	\$1,079.69
t.	Prothro	Aileen	Spirit Squad Club Advisor (winter)	Lehman Intermediate	\$1,079.69
u.	Rose	Anthony	Intramural Weight Room Supervisor (winter, 1st half)	High School South	\$23.23/hour (48 hour maximum)
v.	Saeger	Blaec	Intramural Weight Room Supervisor (winter, 1st half)	High School North	\$23.23/hour (48 hour maximum)
w.	Saeger	Blaec	Intramural Weight Room Supervisor (winter, 2nd half)	High School North	\$23.23/hour (48 hour maximum)
x.	Shadle	Mary	Intramural Grade 2 Peer Reading Co-Advisor (1st semester)	East Stroudsburg Elementary	\$23.23/hour (48 hour maximum split between 2 advisors)

	Last Name	First Name	Position	Building	Rate
y.	Smith	Stephanie	Volunteer Girls' Basketball Coach	High School South	not applicable
z.	Spece	Jennifer	Detention Supervisor	High School South	\$28.28/hour
aa.	Suarez	Christine	Intramural After School Math Study Tri-Advisor - 1st semester	High School North	\$23.23/hour (48 hour maximum split between 3 advisors)
bb.	Suarez	Christine	Intramural After School Math Study Tri-Advisor - 2nd semester	High School North	\$23.23/hour (48 hour maximum split between 3 advisors)
cc.	Tramutola	Stacey	Intramural After School Study Advisor - 1st semester (Thursday)	High School North	\$23.23/hour (48 hour maximum)
dd.	Tramutola	Stacey	Intramural After School Study Advisor - 2nd semester (Thursday)	High School North	\$23.23/hour (48 hour maximum)
ee.	Turner	Patricia	Intramural After School Study Advisor - 1st semester (Monday)	High School North	\$23.23/hour (48 hour maximum)
ff.	Turner	Patricia	Intramural After School Study Advisor - 2nd semester (Monday)	High School North	\$23.23/hour (48 hour maximum)
gg.	Zamorski	Fredrick	Substitute Peer Math and Reading Intramural Advisor (1st semester)	East Stroudsburg Elementary	\$23.23/hour (48 hour maximum split between all advisors)
hh.	Zaso	Patricia	Intramural Girls' Volleyball Co-Advisor	High School North	\$23.23/hour (48 hour maximum split between 2 advisors)

G. Affiliation Agreement

ACTION BY THE BOARD:

Motion was made by Douglas Freeman to approve the agreement between Penn State, Harrisburg and East Stroudsburg Area School District for use of the District as a student teaching site. Motion was seconded by Eileen Featherman and carried unanimously, 9-0.

(See pages 35-38)

XII. ORGANIZATIONAL CHARTS

1.

ACTION BY THE BOARD:

Motion was made by Douglas Freeman to approve the East Stroudsburg Area School District Organizational Chart (008-Attachment), pursuant to Board Policy 008-Administrative Organization, to reflect the recent designation of the School Police Department organizational unit and to include an Accounts Receivable Clerk previously omitted. Motion was seconded by Eileen Featherman and passed 8-1. Michael Meachem voted no.

(See page 39)

2.

ACTION BY THE BOARD:

Motion was made by Douglas Freeman to adopt the East Stroudsburg Area School District Incident Command System (ICS)/National Incident Management System (NIMS) Organizational Chart (805-AR-1) as prepared by the Superintendent, designating staff members to act as emergency coordinators, under the authority of Board Policy 805.1-Emergency Plan. Motion was seconded by Eileen Featherman and carried unanimously, 9-0.

(See page 40)

XIII. CONTRACTS

ACTION BY THE BOARD:

Motion was made by Robert Cooke to approve the contracts listed for their specific services, rates and effective dates totaling under \$10,000, subject to the review and recommendations of the Solicitor and approval of the Administration regarding the terms and conditions of any final contract, other than price or cost. Motion was made by Eileen Featherman and carried unanimously, 9-0.

	NAME	SERVICE	RATE	PAYMENT FROM	EFFECTIVE DATE
1.	4ever Young Photoboosths	Photobooth pictures to be used as favors at the Senior Prom	\$850.00	H.S. South Student Activity Account	5/19/12
2.	Bernotas, Chris	Write a Grade 2 Piece for Lehman 7/8 Band & Rehearse Grade Lehman and HSN Bands	\$3,000	Music Dept.	11/11-3/7/12
3.	Beshaw, Chrissy	Clinician for Marching Band Color Guard	\$360.00	Music Dept.	8/1/11-9/30/11
4.	Deen, Todd	Rehearsals and Accompanist for Fall Concert – JTL	\$300.00	Music Dept.	10/24/11-12/7/11
5.	Gouger, William	CPR/AED Training (AM Class)	\$227.50	ACCESS	1/23/12
6.	Gouger, William	CPR/AED Training (PM Class)	\$227.50	ACCESS	1/23/12
7.	Lopez, Kaitlyn	Advanced Graphing on Excel	\$150.00	Professional Staff Development	12/12/11
8.	McNulty, Brian	Clinician for Marching Band Drum Line	\$120.00	Music Dept.	8/8/11-8/12/11
9.	Normann, Andrew	Commissioned for JTL mixed choir, women’s choir & 6 th grade choir	\$600.00	Music Dept.	11/22/11-1/20/12
10.	Rogers, Denise	Using Microsoft Publisher in the Classroom	\$150.00	Professional Staff Development	12/15/11
		TRANSPORTATION CONTRACTS			
1.	Gerst, Lisa	Contract Transportation	\$93.53/day	Transportation Dept.	10/17/11
2.	Gilmore, Rosalyn	Contract Transportation	\$84.70/day	Transportation Dept.	10/24/11
3.	Gilmore, Rosalyn	Contract Transportation	\$53.87/day	Transportation Dept.	10/31/11
4.	Krupski, Diane	Contract Transportation	\$271.04/day	Transportation Dept.	9/30/11
5.	Lastra, Christopher	Contract Transportation	\$263.58/day	Transportation Dept.	11/04/11
6.	Vitanza, Katharine	Contract Transportation	\$119.26/day	Transportation Dept.	10/27/11

XIV. STUDENT ITEMS

A. Placements

ACTION BY THE BOARD:

Motion was made by Eileen Featherman to approve the agreed upon alternative placements for the students listed for recommended schools and times indicated. Motion was seconded by Douglas Freeman and passed, 8-1. Michael Meachem voted no.

	Student Number
a.	11021004
b.	11171105
c.	11170906

d.	11171007
e.	11171108
f.	11021109

(See page 41)

B. Overnight Field Trip

ACTION BY THE BOARD:

Motion was made by Douglas Freeman to approve the overnight field trip listed. The proposal and itinerary for the field trip meets the required Board Policy #121. Motion was seconded by Eileen Featherman and carried unanimously, 9-0.

	Name	Activity	Location	Dates
1.	Delp, Judy	MCTI Marketing & Hotel Management Students to DECA State Conference & Competitive Events	Hershey, PA	2/22/12-2/24/12

(See page 42)

C. Field Trips – 75 Miles or More

ACTION BY THE BOARD:

Motion was made by Roy Horton to approve the 75 miles or more field trips listed. The proposal and itineraries for the field trips meet the required Board Policy #121. Motion was seconded by Robert Cooke and carried unanimously, 9-0.

	Name	Activity	Location	Dates
1.	Bove, Sheila	J.T. Lambert Science Olympiad Students to compete in the Science Olympiad	West Chester, PA	1/21/12
2.	Bove, Sheila	J. T. Lambert P.A.C.E. students to Future City STEM Competition	Philadelphia, PA	1/28/12
3.	Dahl, Barb	Middle Smithfield Elementary 4 th graders to State Capitol Building	Harrisburg, PA	5/23/12
4.	Mark, Kelly	Resica Elementary 4 th graders to State Capitol Building	Harrisburg, PA	4/23/12
5.	Polmounter, Amy	H.S. South FBLA students to King of Prussia Mall	King of Prussia, PA	1/21/12
6.	Polmounter, Amy	H.S. South Sports Marketing students to Marketing Day	Hershey, PA	5/24/12
7.	Toth, Terry	J.T. Lambert Web Design and Good Morning JTL students to International Auto Show	New York, NY	4/11/12

(See pages 43-49)

D. Release and Settlement Agreement

ACTION BY THE BOARD:

Motion was made by Roy Horton to approve the Release and Settlement Agreement for student 11171202. Motion was seconded by Eileen Featherman and carried unanimously, 9-0.

(See pages 50-58)

E. Religious Holidays

ACTION BY THE BOARD:

Motion was made by Roy Horton to approve the list of East Stroudsburg Area School District Religious Holidays (Policy 204 - Attachment) as presented in accordance with Policy 204 - Attendance. Motion was seconded by Eileen Featherman and carried unanimously, 9-0.

(See pages 59-62)

XV. PROGRAM OF STUDIES

ACTION BY THE BOARD:

Motion was made by Douglas Freeman to approve the Program of Studies for use in the East Stroudsburg Area School District for the 2012-2013 school year. Motion was seconded by Marjorie James and carried unanimously, 9-0.

XVI. OLD AND NEW BUSINESS

XVII. REQUEST TO ESTABLISH A STUDENT ACTIVITY

ACTION BY THE BOARD:

Motion was made by Marjorie James to approve the request to establish a student activity fund as listed. Motion was seconded by Roy Horton and passed 8-1. Marjorie James voted no.

1. East Stroudsburg High School South Quidditch Team/Club

(See pages 63-73)

XVIII. BOARD POLICY

ACTION BY THE BOARD:

Motion was made by Douglas Freeman to approve the Board policy listed for use in the East Stroudsburg Area School District. Motion was seconded by Michael Meachem and carried unanimously, 9-0.

- # 210 Use of Medications

(See pages 74-78)

XIX. CONFERENCE ATTENDANCE

A. Board Members

ACTION BY THE BOARD:

Motion was made by Eileen Featherman to approve the attendance of Michael Meachem at the National School Boards Association's 72nd Annual Conference & Exposition in Boston, MA from April 20, 2012-April 24, 2012 in the approximate amount of \$2,200.00. Motion was seconded by Marjorie James and passed, 8-1. Robert Gress voted no.

B. Superintendent

ACTION BY THE BOARD:

Motion was made by Douglas Freeman to approve the attendance of Sharon S. Laverdure at the Colonial IU 20 Superintendents' Advisory Council Winter Meeting in Harrisburg, PA from February 15, 2012 - February 16, 2012 at an estimated amount of \$450.00. Motion was seconded by Michael Meachem and carried unanimously, 9-0.

XX. FISCAL ITEMS

A. Senior Citizen Rebate

ACTION BY THE BOARD:

Motion was made by Eileen Featherman to approve the 2011 Senior Citizen Tax Rebate Program Application in the form as submitted to the Board at this meeting. Motion was seconded by Roy Horton and carried unanimously, 9-0.

(See pages 79-80)

B. June 30, 2011 Audit Report

ACTION BY THE BOARD:

Motion was made by Douglas Freeman to accept the Financial Statements Audit Report for the year ending June 30, 2011 performed by Kirk, Summa & Co., LLC as presented to the Board at this meeting. Motion was seconded by Robert Gress and passed 8-1. Michael Meachem voted no.

(See pages 81-151)

C. Fuel Oil Bid

ACTION BY THE BOARD:

Motion was made by Douglas Freeman to confirm the award of bid for #2 Fuel Oil, Bio Diesel Fuel and Off-Road Diesel effective July 1, 2012 for a one year period per the fixed and fluctuation price bids received by the Colonial Intermediate Unit 20 for East Stroudsburg Area School District's requirements as follows: Motion was seconded by Eileen Featherman and carried unanimously, 9-0.

#2 Fuel Oil – Tank Transport awarded to Petroleum Traders, Fort Wayne, IN – Fixed at \$3.0990
#2 Fuel Oil – Consumer Tank awarded to Ports Petroleum, Wooster, OH – OPIS + \$.2000
Bio Diesel – Tank Transport awarded to Petroleum Traders, Fort Wayne, IN – Fixed at \$3.1572
Off-Road Diesel – Consumer Tank awarded to Petroleum Traders, Fort Wayne, IN – OPIS + \$.0244

D. Change Orders

1.

ACTION BY THE BOARD:

Motion was made by Douglas Freeman to approve change order # P-01 to the contract with JBM Mechanical, Inc. for Additions and Alterations to Middle Smithfield Elementary School in the amount of \$7,036.75 (add) as presented to the Board. Motion was seconded by Eileen Featherman and carried unanimously, 9-0.

(See page 152)

2.

ACTION BY THE BOARD:

Motion was made by Douglas Freeman to approve change order # P-02 to the contract with JBM Mechanical, Inc. for Additions and Alterations to Middle Smithfield Elementary School in the amount of \$22,348.81 (add) as presented to the Board. Motion was seconded by Robert Gress and carried unanimously, 9-0.

(See page 153)

3.

ACTION BY THE BOARD:

Motion was made by Douglas Freeman to approve change order # P-03 to the contract with JBM Mechanical, Inc. for Additions and Alterations to Middle Smithfield Elementary School in the amount of \$60,736.83 (deduct) as presented to the Board. Motion was seconded by Robert Gress and carried unanimously, 9-0.

(See page 154)

4.

ACTION BY THE BOARD:

Motion was made by Douglas Freeman to approve change order # H-01 to the contract with JBM Mechanical, Inc. for Additions and Alterations to Middle Smithfield Elementary School in the amount of \$20,085.23 (add) as presented to the Board. Motion was seconded by Robert Gress and carried unanimously, 9-0.

(See page 155)

5.

ACTION BY THE BOARD:

Motion was made by Douglas Freeman to approve change order # H-02 to the contract with JBM Mechanical, Inc. for Additions and Alterations to Middle Smithfield Elementary School in the amount of \$20,085.00 (deduct) as presented to the Board. Motion was seconded by Eileen Featherman and carried unanimously, 9-0.

(See page 156)

6.

ACTION BY THE BOARD:

Motion was made by Douglas Freeman to approve change order # H-03 to the contract with JBM Mechanical, Inc. for Additions and Alterations to Middle Smithfield Elementary School in the amount of \$53,380.00 (deduct) as presented to the Board. Motion was seconded by Roy Horton and carried unanimously, 9-0.

(See page 157)

E. **Skyline Heights Tax Assessment Appeal**

ACTION BY THE BOARD:

Motion was made by Eileen Featherman that the Board authorize and approve an adjustment of the assessed value for the 2010-2011 and 2011-2012 school years for the property known by Tax Parcel #16/10/1/32-4 from \$644,920 to \$425, 320, that an exoneration of penalty for the current school year be applied, and that the business office be authorized to issue a refund, if and as appropriate, based upon final calculations of taxes due and paid. This action is in partial settlement of the tax assessment appeal filed in the Monroe County Court of Common Pleas to Docket # 4553 CV 2011. Motion was seconded by Michael Meachem and passed, 8-1. Douglas Freeman voted no.

F. **Board Treasurer**

ACTION BY THE BOARD:

Motion was made by Douglas Freeman that the Board ratify and affirm the appointment and status of Donald Motts as Treasurer for the District for the 2011-2012 school year, hereby ratifying and confirming all actions taken by him as such Treasurer during the current school year. The District shall pay the cost of the required bond and Mr. Motts shall serve without compensation, other than reimbursement for mileage and actual expenses. The prior authorization of the Board for Mr. Motts to execute any instrument of payment on behalf of the District with a facsimile signature shall remain in full force and effect. Motion was seconded by Robert Gress and carried unanimously, 9-0.

G. **Authorized Signature for District Accounts**

ACTION BY THE BOARD:

Motion was made by Douglas Freeman that the Board ratify and confirm the list of individuals who are authorized to sign checks drawn on District Accounts as presented at this meeting (Eileen Featherman was added to the list). Motion was seconded by Roy Horton and carried unanimously, 9-0.

(See pages 158-160)

H. **Facsimile Signature Authorization**

ACTION BY THE BOARD:

Motion was made by Douglas Freeman as follows: Motion was seconded by Eileen Featherman and carried unanimously, 9-0.

That William Searfoss, Board President, be authorized to execute any instrument of payment for which his signature is required or permitted on behalf of the District with a facsimile signature in lieu of his manual signature as provided for in the Uniform Facsimile Signature of Public Officials Act.

That the Solicitor be authorized and directed to prepare the necessary certification for filing with the Secretary of the Commonwealth in accordance with the Uniform Facsimile Signature of Public Officials Act.

That the Business Manager or Secretary of the District be authorized and directed to purchase check signers or other appropriate devices for reproducing the manual signature of the President and to arrange for the safekeeping of such devices for use by or at the direction of the President or Board Secretary.

That the Solicitor be authorized and directed to advise the Secretary of the Commonwealth to cancel and disregard any and all facsimile signature filings made on behalf of the District prior to the date of this resolution which are inconsistent with this resolution.

(See pages 161-164)

I. Bond Payments

1.

ACTION BY THE BOARD:
 Motion was made by Eileen Featherman to approve the current invoice for construction and related cost associated with the Bond Issue 2008 (needing retroactive approval): \$50.00. Motion was seconded by Douglas Freeman and carried unanimously, 9-0.

(See page 165)

2.

ACTION BY THE BOARD:
 Motion was made by Robert Cooke to approve the current invoices for construction and related costs associated with the Bond Issue 2008: \$284,176.03. Motion was seconded by Douglas Freeman and carried unanimously, 9-0.

(See page 166)

3.

ACTION BY THE BOARD:
 Motion was made by Douglas Freeman to approve the current invoice for construction and related cost associated with the Bond Issue 2011A: \$112,000.00. Motion was seconded by Eileen Featherman and carried unanimously, 9-0.

(See page 167)

4.

ACTION BY THE BOARD:
 Motion was made by Robert Cooke to approve the current invoice for construction and related cost associated with the QZAB Bond Issue (2011D): \$9,000.00. Motion was seconded by Douglas Freeman and carried unanimously, 9-0.

(See page 168)

5.

ACTION BY THE BOARD:
 Motion was made by Eileen Featherman to approve the current invoice for construction and related costs associated with the Bond Issue 2012: \$52,000.00. Motion was seconded by Roy Horton and carried unanimously, 9-0.

(See page 169)

J. Use of Facilities

ACTION BY THE BOARD:
 Motion was made by Roy Horton to approve the requests for use of facilities as listed for Class 1 School-Related Use of Facilities (no facility fees will be incurred as per Policy #707). Motion was seconded by Douglas Freeman and carried unanimously, 9-0.

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

Board Agenda	BUILDING	DATE from	DATE to	ORGANIZATION	EVENT	Facility Fees Waived
12/19/11	Bushkill	1/10/12	1/12/12	Bushkill Youth Assoc.	Basketball practice & games	Policy
12/19/11	ESE	11/7/11	6/30/12	Girl Scouts	Troop Mtgs.	Policy

12/19/11	ESE	11/16/11	6/30/12	Girl Scouts	Brownie Troop Mtgs.	Policy
12/19/11	ESE	1/14/12	3/17/12	YMCA*	Basketball practice & games	Policy
12/19/11	ESE	6/18/12	8/11/12	YMCA	Summer soccer league practice & games	Policy
12/19/11	JM Hill	4/16/12	6/7/12	YMCA	Baseball & softball practice/games	Policy
12/19/11	JM Hill	6/18/12	8/11/12	YMCA	Summer soccer league practice & games	Policy
12/19/11	Lehman	12/27/11	12/29/11	YMCA	Swim practice	Policy
12/19/11	Lehman	1/5/12	3/30/12	YMCA	Morning swim practice	Policy
12/19/11	Lehman	1/10/12	1/12/12	Bushkill Youth Assoc.	Basketball practice & games	Policy
12/19/11	HS South	12/27/11	12/29/11	YMCA	Swim practice	Policy
12/19/11	HS South	1/5/12	3/30/12	YMCA	Morning swim practice	Policy
12/19/11	HS South	03/12/12	06/30/12	East Stroudsburg Little League	Baseball & softball practice	Policy
12/19/11	HS South	02/25/12 & 03/03/12	02/25/12 & 03/03/12	East Stroudsburg Little League	Tryouts	Policy
12/19/11	Smithfield	12/7/11	02/22/12	ESYA	Basketball practice	Policy

*Personnel fees will be assessed.

(See pages 170-184)

K. Budget Transfers, Payment of Bills and Treasurer's Report

ACTION BY THE BOARD:

Motion was made by Eileen Featherman to approve the Budget Transfers, Payment of Bills and Treasurer's Report listed in this agenda for the 2011-2012 fiscal year, in accordance with Section 687 of the Public School Code, recent directives from the Department of Education, and interpretations made by the Auditor General. Motion was seconded by Marjorie James and passed, 8-1. Michael Meachem voted no.

1. Budget Transfers - (See pages 185- 192)
2. Payment of Bills - (See pages 193-214))
3. Treasurer's Report - (See pages 215-221)

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

REGULAR SCHOOL BOARD MEETING

December 19, 2011

Carl T. Secor Administration Center – Board Room

7:00 p.m.

ADDENDUM A

XXI. PORTNOFF PROPOSAL

ACTION BY THE BOARD:

Motion was made by Douglas Freeman to accept the proposal of Portnoff Law Offices, Ltd. for settlement of the litigation indexed to No. 10016 Civil 2010 in the Monroe County Court of Common Pleas, together with related litigation as referenced by Portnoff in its proposal, complying in substance with the settlement terms and conditions as presented by Portnoff, as discussed between the Solicitor and Portnoff and as verbally presented to the Board. The terms and conditions of the final settlement agreement shall be as are agreed by the Administration and Solicitor. The Solicitor is authorized to execute such Settlement Stipulation and other documents as may be reasonable or necessary to resolve these matters. Motion was seconded by Eileen Featherman and carried unanimously, 9-0.

Public Participation

- A. Mr. Gary Summers stated that this has been going on for a long time. He stated that he got the copy but it does not say what the final outcome was. Mr. Summers asked if Mr. Dirvonas is at liberty to reveal that. Mr. Dirvonas stated that he is not at liberty to disclose this information at this time. He stated that the terms of the proposal were specifically made confidential. Mr. Dirvonas stated that we hope to have the final agreement negotiated and signed by the end of this month. He stated that it will, of course, be disclosed in full as far as the terms of the agreement. Mr. Summers stated that he will be able to find out how much it is going to hurt us when he discloses the information. Mr. Dirvonas said, "Yes, exactly." Mr. Freeman stated that this was just found out at about 4:30 p.m. this afternoon. Mr. Dirvonas stated that we just received additional information this afternoon and it is sort of last minute. He stated please keep in mind, too, that it is not just East Stroudsburg but also Pleasant Valley who is party to the ongoing litigation. Mr. Dirvonas stated that certainly the terms of that settlement agreement will be made public. Mr. Gress stated that this is another thing that the Board jumped into hastily years ago, in his opinion, that cost us dearly in the long run. He stated that he has said it in the past and he will continue to bring it up for as long as he can.

XXII. ANNOUNCEMENTS/INFORMATION

- A. Mrs. Bader stated that the Board members can leave their budget books at their desk or take them home with them. She stated that she will bring them back to the Special Budget meeting on January 12th at 7:00 p.m.

XXIII. ADJOURNMENT 9:10 P.M.

Respectfully Submitted,

Patricia L. Rosado
Board Secretary