

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
BOARD OF EDUCATION  
FINANCE COMMITTEE MEETING  
January 12, 2016  
Carl T. Secor Administration Building – Board Room  
5:30 P.M.**

**Minutes**

- I. The Chairman, Gary Summers, called the Finance Committee meeting to order at 5:30 p.m. and led those present in the Pledge of Allegiance. Secretary, Patricia Rosado called the roll.
- II. Board Committee members present were: Ronald Bradley (arrived at 5:38 p.m.), Debbie Kulick, Gary Summers and Lisa VanWhy.

Non-Committee Board Members present were: Judy Summers

School Personnel Present: Jeff Bader, Joe Formica, Sharon Laverdure, Tom Lesniewski, Fred Mill, Ryan Moran and Patricia Rosado.

**III. APPROVAL OF AGENDA AND MINUTES**

Motion was made by Debbie Kulick to approve the agenda for January 12, 2016 and with members of the Committee reserving the right to add to the agenda and take further action in the best interest of the District. Motion was seconded by Lisa VanWhy and carried unanimously, 3-0.

Motion was made by Gary Summers to approve the minutes of the December 15, 2015 meeting. Motion was seconded by Lisa VanWhy and passed, 2-0. Debbie Kulick abstained.

**IV. ITEMS FOR DISCUSSION:**

a. Band Uniforms Update

Mr. Bader said that the District received the final pricing on the Band uniforms. The total price for North and South is about \$157,000.00. The Committee will need to recommend that this item be moved forward to the Regular Board Meeting agenda to accept the price and purchase of them through Costars. Each Principal believes they have some money in their budgets to help with the cost, but the Board has to determine how to fund the rest. Mr. Summers asked if this item would be considered part of the capital assets. Mr. Bader said he is correct. Mr. Summers asked how much will the the district need to fund for the uniforms. Mr. Bader said neither school budgeted for this item so the amount they can provide will depend on how much money will be available later in the year. Mr. Summers said we will need to make a recommendation to offset the balance. Ms. Kulick asked what happens to the old uniforms. Mr. Bader said that they will make pillows and sell them as a fundraiser. Mr. Summers suggested that Mr. Bakner attend the Board meeting to make everyone aware of their fundraising by displaying the pillow. Mrs. VanWhy asked when will we have the final total cost. Mr. Bader said these are the final costs but the Board will need to decide how to fund the balance. Mr. Summers said they may need a total of \$140,000.

b. 2015-16 State Budget

Mr. Bader said that the Governor approved the release of the education funds approved by the Legislature, which called for a 100 million dollars increase for Basic Education instead of the 350 million dollars the Governor had requested. The District's share of the additional funding is about \$650,000 with \$500,000 in additional Basic Ed subsidy and approximately an additional \$150,000 in Ready to Learn Grant funding. To date, the district has received 7.3 million dollars to cover payments through the end of December. PDE pays out the Basic Ed funds in installments as follows: Seventy-five percent in five equal installments in August, October, December, February and March with the balance of 25% paid in June. With the Block Grant, the district previously had to submit an application and indicate the specific use of the grant. Now, we received these funds and have not been told if there are any strings attached. It's difficult to know what to do with the funds because we cannot add programs this late in the year. We are not sure if we will be asked where the money was spent. Mr. Summers said that in our current budget we budgeted 13.2 million dollars for State funding. Mr. Bader said yes we budgeted this amount for Basic Education. Mr. Summers said he is speaking about the total amount that they used to move items around. Mr. Bader said they moved some of the funds not all because some went to PSERS and Social Security and now we are beginning to receive more funds. Mr. Summers asked if right now we are using what we budgeted. Mr. Bader said yes and last year we budgeted 13.2 million dollars for Basic Education. The Governor will make his budget presentation for next year's budget in the spring time to inform us about what he is asking the Legislature to approve for next year.

c. Cyber Charter Payments

Mr. Summers asked where does this whole budget situation affect Charter School payments. Mr. Bader said that the Board's indication at the previous Board meeting was that we hold the payments until the next Board meeting or if the State's budget was signed by the Governor. It is up to the Board to give the district the direction if they want payments to go out. Some districts are releasing the funds as they get them. It still remains to be seen if we get any funds in February. Mr. Summers asked if we have made Charter school payments. Mr. Bader said the district has until last month. Mr. Summers suggested that we wait until the January 25<sup>th</sup> Board Meeting. Mrs. Laverdure asked if Mr. Summers would like Charter school payments as a motion on the agenda. Mr. Summers said to put this item under Old and New Business on the agenda. Ms. Kulick said everyone should be able to express their opinion on this issue. Mr. Bader said that the problem is that if we don't make the payments, the Charter School will go to PDE and they will deduct it from our next payment. If the districts pay it directly, we can dispute any discrepancies. Mrs. Laverdure said that the bills are reviewed for accuracy of actual attendance. Mr. Summers asked what would happen if we short pay them. Mr. Bader said that they will go to PDE for any payment. Ms. Kulick said that we should rethink our decision. Mr. Bader said since a lot of school districts are refusing to pay, it creates complications. Mr. Summers asked if the district is current in their Charter School payments. Mr. Bader said that Accounts Payable is holding all Charter School payments. All paperwork is being processed for payment but payments are not being made. Mr. Bradley asked how long does it take PDE to take the money from us for Charter School payments if we do not pay the bill. Mr. Bader said it can be weeks or months. Mr. Bradley asked if we have a 30 day billing period to make the payment. Mr. Bader said not necessarily. It depends on several factors. Mr. Summers asked if this is for Charter and or Cyber. Mr. Bader said it is for both. Mr. Summers asked if the bills have a due date. Mr. Bader said the district usually receives the bill, reviews it and pays it. Some bills may need to be amended. Ms. VanWhy asked if the district has made payments before receiving

funds. Mr. Bader said we have paid bills before getting money from the State. Mrs. VanWhy asked if we have paid any bill ahead of time. Mr. Bader said we have not. The only time this may happen is in July/August when we receive the first bill and are not able to verify information immediately. Mrs. VanWhy asked if we pay before we get Charter School funds from the State. Mr. Summers said we do not get any money for Charter or Cyber schools. The money that the State gives us is for expenses such as PSERS, Special Ed and Basic Ed education, etc. All other money comes from the taxpayers. Ms. Kulick said we do not receive funds for Charter or Cyber schools but if we don't pay the State takes it from us. Mr. Bradley asked how accurate are the bills. Mrs. Laverdure said that the bills are thoroughly checked and we only pay what they are supposed to receive. Mr. Bradley said that Mr. Bader said we pay ahead of time in July and August. Mr. Bader said the district reviews for accuracy and deducts payments from the next bill. Every bill is scrutinized. It is a thorough process. Ms. Kulick suggested paying what needs to be paid. It is better for us to pay accurate statements instead of letting PDE deduct what the Charter School says they should be paid. Children are more important than the money. Mr. Summers said that the Board will need a more detailed explanation of where the money is coming from. Mrs. Laverdure explained that the district can also supply the process for payments.

- d. Mr. Summers said that last month the Board accepted the June 30 2015, Audited Financial Statement. The district spent less in 2014/15 than in 2013/14. He hopes this will continue to be the practice during this school year (2015-16). Eventhough debt service has increased as well as PSERS payments, he hopes this can be done again. The actual expenses were 144 million dollars. This year expenses are projected to be 150 million dollars. This amount needs to be explored. In 2014, he saw on the list a total of 96 paraprofessionals and this year it said 110. In 2014, he saw on the list 55 student aides and now this year it said 68. Mrs. Laverdure said that the increase of student aides and paraprofessional come from the students' IEPs. Although we have fewer students, the IEPs have increased. Mr. Summers said this issue needs to be discussed because if we are adding these individuals, we are going to blow the top of the budget. We should invite Maria Casciotta, Kim Stevens and Lynda Hopkins to the next meeting to discuss this issue.
  
- e. Addition of 2 LTS Permanent Building Subs  
Mr. Bader said the district has 8 permanent subs. The subs can be used among all school buildings. H.S. South has two subs, H.S. North, J. T. Lambert Intermediate, Lehman Intermediate, Bushkill Elementary and East Stroudsburg Elementary have one sub. J. M. Hill Elementary and Smithfield Elementary share one sub. Resica Elementary and Middle Smithfield Elementary also share one sub. The district continues to struggle to get daily substitutes. Class coverage is needed and it presents a problem filling positions. The district recommends hiring two more permanent building substitutes to help with the sub shortage. This will be a help especially in the spring time when testing is occurring and staff tends to take days off. Due to ACA they need to monitor subs time in order not to pay to give them health care coverage. We are not the only district with this problem. By hiring the two LTS permanent building subs, each school will have one sub at their building except for H.S. South, which has two. Mr. Summers asked if we are revisiting the daily rate? Mr. Bader said he inquired from all districts. Delaware Valley, Pleasant Valley and most likely Pocono Mtn School Districts pay \$100 per day. Stroudsburg pays \$80 per day. Pleasant Valley gets a bonus if they do not turn down any job assignments in a month. Mr. Bradley said our subs may work in other districts. Mr. Bader said that our subs turn down assignments, possibly, due to the geographical location.

f. 2016-17 Budget

Mr. Summers said that this year the budget included a 1 mill decrease for Pike County. He received calls from Monroe County residents asking for a decrease. He would like the Board to support his decision for a tax decrease of 1.5 mills. Mr. Bader asked if this would be in each county. Mr. Summer said it would be for Monroe County and then Pike County would also have a reduction. The total of this reduction would roughly equal what our surplus was in the 2014/15 school year. The other items he also mentioned at last month's committee meeting such as the district submitting the necessary paperwork to obtain more grants for the district even if they have to hire additional staff to get this done. Currently we work with the Keystone to Opportunity Grant but there are other grants out there. The committee would need to agree to take these items to the entire Board. Mr. Bradley said that he is meeting with a representative from the Greater Pike Community Foundation on Thursday. Mr. Summers suggested that he let the district take care of this matter. Mr. Bradley said he will give the information to Mrs. Laverdure after he meets with them.

g. Libraries

Mr. Bader said that last month the Librarians presented some information and figures on how the library is funded and what is needed. Mr. Bader said he compiled what the current funding is in the district and the level per student for the 2016/17 school year. What the librarians projected was from the National Standards. This would mean that the amount per elementary students would equal \$28.70, for intermediate students \$31.50 and for high school students \$35.00. To fund every building at this level, it would require an additional \$150,446.00 be added to the 2015/16 budget. This would change the budget projections. Mr. Summers asked if there is any way we can find out how much is actually spent for the library per building. Mr. Bader said that by looking at each building's budget, there is a lot of money that is going unspent. Mr. Summers said that he sees bills being paid for libraries because it states the vendor's name and amount. Mr. Bader said that library expenses may not all be for periodicals and books. It may be for software costs for the online catalog system or other items. Mr. Summers said if we are going to add money to what are we adding and what is spent per school. How do we fix the inequities in the schools? There are huge variances in spending. Mr. Bader said that this is definitely the case. Mr. Summers said that some buildings are spending \$25,000 and others are spending \$5,000. This is a problem. Mr. Bader said we can look at this issue to help solve it like it was done for the copier use. Mr. Summers said that the principal is the commander of the ship and decides how to spend the money that is allocated for the libraries. Mrs. Laverdure said they spend as they deem it necessary. Mr. Summer said that is the problem because it depends on the individual. We have some libraries that are better than others. Mr. Summers said that it is not the Board's responsibility to decide this issue but it is up to the principal of each building to see what is needed for their building. Mrs. Laverdure said Administration may need to assist the Principals and possibly have a dialogue with them about library funds. Mr. Summers said the question is what are library funds being spent on.

h. National School Boards Conference Funding

Mr. Bader said the district needs to know how to come up with the funds that are needed in order for several Board members to be able to attend the National Conference. Mrs. Laverdure said that we should have a total amount by next month, Ms. Kulick recommended that the Board members who are attending should split the cost that is available. Mr. Bader said he does not believe they have had this problem before. Mrs. Laverdure said past Boards allocated funds for more than one individual to attend but in recent years, the current Boards have only allocated for one individual to attend. Mr. Bradley said since the Board allowed for more than one Board member to attend in the past, this should be the case in the present because one person cannot absorb all the information. He went last year and he tried going from place to place but it was difficult for him. He recommends that the Board send up to 5 Board members. This will help them get all the information available. All Administrators get to go to conferences; meanwhile; Board members do not get to attend. Maybe there are grants that can be obtained for this specific use. Mr. Summers said there are people that get a lot of grant money. Mrs. Laverdure said this may be so but grant money is something you cannot budget because it may be a one-time offer. There are not guarantees that they will get the funds again. Mrs. Laverdure said there may be other opportunities available. Mr. Bradley said grant money helps build districts and sports programs, so there are funds out there that can help. Mr. Summers said, at this time, we have two individuals that would like to attend the NSBA Conference but we only have money for one to attend. He recommended asking the two individuals that would like to attend how they suggest that we pay for this conference. We need to add additional funds in the 2016/17 budget for conference expense just like we are considering funds for libraries. Mr. Bradley asked how much money is allocated for the administrators to attend conferences. Mr. Bader said about \$20,000 is allocated for this expense. Mr. Bradley suggested adding this amount for the Board's budget for conference attendance, too. Ms. VanWhy asked if \$3,000 is the total expense for the conference. Mrs. Laverdure said this is the amount that is estimated per person. Ms. Kulick asked if the information for this conference can be purchased and be brought back to all Board members. There should be a rotating schedule on who attends so all Board members that wish to attend get the opportunity to go. Mrs. Laverdure said that recently they have been sending just one Board member and then that Board member brings back a presentation and information from the conference. Mr. Bradley said that more than two people should be allowed to attend because policies, new procedures and technology are always changing.

i. Permission to Bid Athletic, Custodial, Family & Consumer Science, Medical, and Tech Ed Supplies

Mr. Bader said that he would like the Board to grant permission for the bidding of athletic, custodial, family & consumer science, medical and tech ed supplies as the district does each year.

j. Finance Committee Goals for 2016

Mr. Summers said that he discussed his goals previously and would like the Board to consider and approve them. They are as follows:

1. Approve a budget for the 2016-17 fiscal year that reduces taxes by a minimum of 1.5 mills.
2. Increase revenue by:
  - a. Direct the Administration to prepare and submit a grant application to the Greater Pike Community Foundation.
  - b. Direct the administration to research and report back to the Board within 60 days what resources would be required to implement an expanded/aggressive grant effort which would supplement existing grant efforts.

k. JTL HVAC/Lighting Project – Myco Mechanical Pay App #19

Mr. Bradley said that the pay application from Myco Mechanical for the JTL HVAC lighting project came in but they did not get it in time for the Property/Facilities Committee Meeting. Mr. Summers said that we paid Windgap about \$38,000. He is getting feedback from the building that there are balancing issues with the system. Mr. Bader said that the company is working on all issues and have reported that all is operational and functional. Mr. Summers said that if he speaks to the teachers in the building, they will say that all is working. Mr. Bader said that he believes all is done. The question to ask may be is the room temperature the way the teachers want it to be or is it the set point of where it should be?.

l. Property & Facilities Items

i. Middle Smithfield

1. Roof leak/Truss Repair ~ \$115,000
2. Install Snow Guards in critical areas ~ \$25,000

Mr. Bader said that the district has been working on the roof leak problem at Middle Smithfield Elementary School and the updated estimated total expense is \$115,000. This includes prevailing wage costs and indoor air quality testing. The prevailing wages bring up the price. Mr. Bradley asked what was the total? Mr. Bader said it was about \$80,000 to \$90,000. Since it is over the bidding threshold, the district will file an emergency waiver but will still need three written proposals. Mr. Summers asked if Servpro will make sure that the work is done correctly. Mr. Bader said that D'Huy Engineering is overseeing the project and C&D Waterproofing will do the work. Mr. Bader said they will patch all leaks. Mrs. Laverdure said they will secure the leaks until the full work is done. Mr. Bader said that additional work needs to be explored such as the insulation; therefore, it will cost about \$115,000. It is difficult to get a final cost at this time. This expense will be submitted to the insurance company. Mrs. VahWhy asked how old is the roof. Mr. Bader said its about 8 years old. Mrs. VanWhy questioned why it would be in such bad condition and if we have a warranty. Mr. Bader said that three different people worked on the roof in different areas. Mr. Summers asked if this problem is occurring in the old wing or new wing. Mr. Bader said it is in the old section. Mrs. Laverdure said it is in the area where the new part and the old part connect. Mr. Summers asked if the district has reached out to The Architectural Studio (TAS) because this was a 1.3 million dollar project. Mr. Bader said they have and TAS has been out to inspect and try to ascertain the problem. Mr. Bradley asked if TAS was the engineer on the project. Mr. Bader said it was a different company. We now need approval for ServPro. Mr. Bader said that is correct. Mrs. Laverdure said that C & D Waterproofing is working on the roof and materials needed to be ordered. There is one area that needs to be done and other areas are holding.

Mr. Bader said this work will cost \$18,850. Mr. Summers asked if SerPro and C & D Waterproofing's work will need to be approved by the Board. Mr. Bader said both need to be approved. Mr. Summers said a representative from the Properties/Facilities Committee needs to speak to TAS because this is very disturbing. The district made the last payment to the general contractor in February of 2012 and about 24 million dollars was spent. Mrs. VanWhy said that the separate entities have to come together make sure that the work is done correct and secure. Mr. Bader said he wishes he could answer the questions they have about the work that was done previously but he was not with the district at that time. Mr. Bradley asked if snow guards were put in place at the time of the project. Mr. Bader said that they have the similar problem that they had at Bushkill Elementary School. Mr. Bradley asked if we have a warranty for the snow guards. Mr. Bader said there are no warranties because snow guards do not have warranties. If they are not sized correctly, they fall off. Mr. Summers asked if the roof is made out of metal. Mr. Bader said that it is. Mrs. VanWhy asked who approved the size. Mr. Bader said that would be a question for TAS. Mr. Summers suggested having the solicitor review all contracts with the Property/Facilities Committee in order to protect us from all future situations. Ms. VanWhy said those that did the work should have known what they were doing so why was the work not done correctly. Mr. Bader said he cannot answer because he was not with the district at that time. Mrs. VanWhy said that we now need to make sure that the work is done properly and that we have warranties. Mr. Bradley said they should have used the appropriate material. How does OSHA play a part in all this situation? Mr. Bader said that OSHA deals with safety in the workplace. Ms. Kulick said that problems exist because some regulations were not in place back when the work was done. Mrs. Laverdure said that work permits are now in place; therefore, everything has a process in Pennsylvania. Mr. Summers asked what is being done to get the pricing for the snow guards. Mr. Bader said that pricing will need to be obtained and the cost will be paid by the Capital Reserve. Mr. Laverdure said that the district is looking to work on the critical areas only.

ii. Capital Improvement Plan

1. JTL Masonary Investigation
2. JTL Cameras ~ \$22,000
3. HSS Track resurfacing - \$160,000
4. LIS Brick wall Investigation
5. HSN/LIS Roof Repair

Mr. Summers asked if the Board needs to discuss the above items from the Capital Improvement Plan which is to be completed in the first five years. Mr. Bader said the Board will need to allocate the funds. Mr. Summers asked if they will need to approve the Engineer's Proposal. Mr. Bader said yes. Mr. Bradley asked if they are speaking about D'Huy Engineering. Mr. Bader said he is correct. Therefore, if there are any issues they are the point of contact. Mr. Bradley asked if this was placed in the original proposal. Mr. Bader said that it was. Mr. Summers said that the MCTI replaced their cameras with a Safe School Grant and suggested contacting them so the district can also take advantage of this opportunity. Mr. Bradley suggested including the bullet proof glass for Central Administration when they look into the grant. Mr. Summers said that the five items above would cost about \$650,000 to replace and why does the new HSS track need work to be done. Mr. Bader said that the track will last about 15 years but after 7-8 years, the top layer needs to be replaced because it breaks down. Mr. Summers asked what is needed from the Board at this time. Do you need permission to bid? Mr. Bader said that they have a State price within a proposal. Mrs. VanWhy asked when does work have to be done again. Mr. Bradley asked when does the major work need to be done. Mr. Bader said that

in another 7-8 years they will need to resurface the track again. If they do not do anything now the track will only last 12 years as oppose to 15 years. Mr. Bradley asked if D'Huy Engineering considers this to be a priority. Ms. Kulick said that this may be a liability issue with the athletes if it is not done. Mr. Bader said this is a priority. Mr. Summers asked who was awarded the work. Mr. Bader said Nagle was awarded the work. Mr. Bader said that the HSN/LIS roof repairs can be done over the late summer months or early fall months. Mr. Summers said that \$7,000 was approved for the temporary patch work. Mr. Bader said that is correct and now they will need to complete the repairs. Mrs. Laverdure said but the \$7,000 work is still needed to secure the roofs. If we do not do the preliminary work, the situation will get worse. Mr. Bader said we will need the Board to approve for the work to move forward. Mr. Summers asked if it will cost 8.4 million dollars. Mr. Bader said that was the estimated cost if the entire roof of both HSN and Lehman needed to be replaced, but the results of the infrared roof study indicated that would not be necessary. Mr. Summers asked then how much will it cost. Mr. Bader said it will cost about \$280,000. Mrs. VanWhy asked why did they think that the entire roof needed to be done. Mr. Bader said that they came up with the worst case scenario first for Lehman and High School North bur then they did an infrared study which revised the work and the price. Mrs. VanWhy asked how old is Lehman Intermediate School. Mrs. Laverdure said is 16 years old.

iii. Capital Reserve ongoing Maintenance

1. Carpet to VCT replacement
  - a. BES – 8 rooms
  - b. JTL – 21 rooms
  - c. Resica – Office suite
2. JTL back stage curtain
3. JTL Stage repair & refinish
4. Refinish gym floors (LIS, RES, SE)

Mrs. VanWhy asked if VCT (Vinyl Composition Tile) is less expensive than the carpet. Mr. Bader said that it is. Ms. Kulick said this may increase the number of falls. Mr. Summers asked why are these items placed as priority items 4-5 when they should be along the lines of 7-8. Mr. Bader said this is a good point of as they go along with the projects, they will look to include some minor items, too. He will review all items. Mr. Summers suggested that he review the engineer's report to prioritize the items because why the would the curtains be a priority. Mr. Bader said that it may be because the curtains are not fire retardant; therefore, it became a priority. Mr. Summers asked if this is in the stage area. Mrs. Laverdure said that the curtain is in bad shape. Mr. Bader said we need to take the right cours of action. Mr. Bradley said that we need to do what is less expensive. Mr. Bader said that they will consult with those that use it to see if it affects the performance. Mr. Summers asked if items 1-4, that are mentioned above, will need to go to the Board to consider and take action. Mr. Bader said that is correct and they will be funded from the Capital Reserve. Mr. Summers said he though the priority items on the report were for H.S. South. Mr. Bader said these are maintenance issues. Mr. Summers asked then why would they come out of the Capital Reserve budget. Mr. Bader said because we do not budget for them.



iv. Facilities Vehicle Purchase

1. Van - \$40,000
2. Gator - \$10,000
3. Slit Seeder - \$12,000

Mr. Summers said he is recommending that nothing be done on the items 1-3 that are mentioned above. He said that he recently requested a list of all vehicles (not buses) and what is their use. He will wait to get the list before considering any other vehicle/equipment purchase.

v. Disposal of Vehicles

1. 1996 E-250 Van - \$425
2. 1988 E-350 Van - \$400

Mr. Bader said that he would like the Board to approve the disposal of the two above mentioned vehicles.

**V. PUBLIC PARTICIPATION – LIMITED TO ITEMS OF DISCUSSION**

- A. Mrs. Judy Summers suggested that the district not hire anyone from this side of the Delaware River. There are better companies that can be hired as contractors who have experienced and licensed people who can do the job. The projects in the district have become a nightmare and she has seen this happened over the years. This is an ugly situation that has cost the district over 20 million dollars.

**VI. ADVISORY RECOMMENDATIONS FOR CONSIDERATION BY THE BOARD OF EDUCATION**

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by Debbie Kulick to recommend that the Board consider for approval the following items: Motion was seconded by Lisa VanWhy and carried unanimously, 4-0.

1. The purchase of new band uniforms for both High School North and High School South from Stanbury Uniforms under Costars Contract 037-005 at a cost of \$71,834.20 for the North uniforms and \$85,344.53 for the South uniforms.
2. The addition of two Long-term Substitute Permanent Building Substitute positions through the end of the 2015-16 school year.
3. Seeking bids for Athletic, Custodial, Family & Consumer & Science, Medical, and Tech Ed supplies for the 2016-17 fiscal year.
4. The Finance Committee Goals for 2016.
5. The Pay Application #19 from Myco Mechanical in the amount \$14,440 for the JTL HVAC/Lighting project.
6. The proposal submitted by ServPro in the amount of \$35,301.06 for emergency remediation services at Middle Smithfield Elementary.
7. The proposal submitted by C&D Waterproofing in the amount of \$18,850 for the emergency removal and replacement of the deteriorated wood roof truss at Middle Smithfield Elementary.
8. The proposal from C&D Waterproofing to re-install snow guards in critical areas at Middle Smithfield Elementary in an amount not to exceed \$20,000 and to be funded from the Capital Reserve.

9. The process of obtaining engineering estimates to define the scope of work needed for the following Capital Improvement Projects: masonry investigation at JTL, brick wall investigation at LIS, and roof repair at HSN & LIS.
10. The proposal submitted by FieldTurf in the amount of \$157,562.99 for the resurfacing of the High School South track to be funded from the Capital Reserve.
11. The funding of the following maintenance projects from the Capital Reserve: replacement of carpet with VCT at Bushkill, JTL, and Resica, replace the back stage curtain at JTL, repair and refinish the stage at JTL, and refinish the gym floors at LIS, Resica, and Smithfield.
12. The sale of the 1996 Ford E-250 van at a price of \$425 and the 1988 Ford E-350 van in the amount of \$400 to Harry's U-pull It.
13. The Committee also suggested placing Cyber Charter Payments under Old and New Business on the Board agenda.

**VII. NEXT MEETING – February 8, 2016**

**VIII. ADJOURNMENT: 7:19 P.M.**

Respectfully submitted,

Patricia L. Rosado,  
Board Secretary