

**EAST STROUDSBURG AREA SCHOOL DISTRICT
BOARD OF EDUCATION
FINANCE COMMITTEE MEETING
March 14, 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: Debbie Kulick (arrived at 5:34 p.m. and left at 6:45 p.m.), Gary Summers and Lisa VanWhy. Ronald Bradley was absent.

Non-Committee Board Members present were: Robert Gress, Wayne Rohner and Judy Summers.

School Personnel Present: Jeff Bader, Brian Borosh, Eric Forsyth, Marjory Gullstrand, Sharon Laverdure, Tamara McCombs, Bobbi Nordmark, Susanne Rasely Philipps, Patricia Rosado, Paul Schmid, Jennifer Spece, Terry Toth, Lisa Vitulli, William Vitulli and Jan Zelinski.

Other: Lynn Ondrusek – Pocon Record

III. APPROVAL OF AGENDA AND MINUTES

Motion was made by Lisa VanWhy to approve the agenda for March 14, 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 Gary Summers and carried unanimously, 3-0.

Motion was made by Debbie Kulick to approve the minutes of the February 8, 2016 meeting. Motion was seconded by Lisa VanWhy and carried unanimously, 3-0.

IV. ITEMS FOR DISCUSSION:

- a. Technology Integration

Dr. Lesniewski said that the Finance Committee previously discussed how technology is being used in the classrooms. Tonight the following teachers from the secondary level are here to explain how technology have been implemented into the classrooms:

Susanne Rasely-Philipps – High School South

Tamara McCombs – High School North

D. Terry Toth – J. T. Lambert Intermediate

Jan Zelinski & Lisa Vitulli – Lehman Intermediate

Ms. Rasely-Philipps, H.S. South, said that her students have become indepent workers. The students can also work together on items without having to print them. Google tools document and demonstrate the work to help teachers see and comment on the assignments as they are being worked on. As a language class, students can navigate around the world and in any city to help with their classwork.

Ms. McCombs said that at High School North students use computers everyday. A lot of classes have gone paperless. Before they got computers in the classrooms, they would have to wait to use the library. Students have more availability with the computers to practice for the Keystone exams. Computers are used to complete labs and reports. Because they are submitted immediately, she can check and contribute comments on excel sheets, google docs, etc. This hybrid learning process will help students in college. Students are also able to view video lessons in class as well as at home. Mr. Summers asked which computers are students using. Are they using the Chrome Books? How do they access the lessons? Ms. McCombs said that they are using the Chrome Books in the classrooms. Lessons can be viewed at home and in the classroom. Students can complete and practice problems having more time in class to do so. Mr. Summers asked how can students view videos at home if they do not have computers at home. Ms. McComb said they can view them on U-tube or Google Classroom. Mr. Summers asked if they can be viewed on their phones. Ms. McCombs said they can be viewed on their phones.

Ms. Zelinski, Lehman Intermediate, said she uses google classroom in all of her classes. All work is placed on the google drive which makes students accountable to complete their assignments. She can see the students completing their assignment or if they work on them last minute. Ms. Zelinski said she can make suggestion as she sees students working on assignments. Students work independently. Some teachers are following suit of this model of learning. She will continue promoting classroom apps and will show teachers how it works. Ms. VanWhy asked how many teachers are using this type of learning. Ms. Zelinski said about 80-90% of teachers are using apps in the classrooms. Mr. Toth said that teachers have been trained in some programs. The problem is not all students have full-time use of computers in the classrooms. Ms. VanWhy asked if some have computers in the classrooms. Ms. Zelinski said that in Lehman, they use one computer cart per team. Ms. VanWhy asked if they have access to labs. Ms. Zelinski said only high schools have labs. Mr. Bader said Chrome Books have been purchased as usage has increased. Mr. Borosh said that H.S. South has 40 Chrome Books and North has 32. J. T. Lambert has 9 carts and Lehman Intermediate has 7 carts.

Mrs. Lisa Vitulli, Lehman Intermediate, said that her sixth grade students work on essays on the computer for a couple of days. She can review as they work and make comments or redirect them. She can also see those that have not started on their essays. There are many apps in google that students can use and can change their information easily.

Mr. Terry Toth, J. T. Lambert Intermediate, said that they began the computer integration since 1994. He would like to see every student on the same playing field. He created a form so as he gets students, he can have questions answered about their knowledge on technology. There is diversified learning with technology. High schoolers learning graft and data can find analysis and create their reports to present their findings. Mr. Summers asked if we continue in the direction that computers will be in every classroom, are they going to eliminatge the carts. Mr. Toth said they will not have carts but will make use of the computers. Mr. Summers asked how would the Board know that they made the right decision to fully implement technology in the classrooms. Is there any way to see the difference in past test scores compared to recent scores? Mr. Toth said that they have opportunity to visit two schools where a one to one initiative is being implemented. After 24 hours of being taught and interacting on the computers, students learned more through interactive engagement. Teachers loved it since data was made available instantaneity. It has contributed to better reading and math scores. The district needs more one-on-one teaching and technology has provided this tool.

Ms. McCombs said that technology allows you to extend deadlines. It allows students to work on assignments even if they are not in school. If teachers are out, students can continue with the lessons.

Ms. Rasely said technology prepares students to meet the demands of college and the business world.

Ms. Kulick asked if media and technology have helped to accommodate the lessons more effectively. Ms. Rasely said that she teaches language; therefore, students are able to engage in any language by way of technology.

Ms. Kulick asked if teachers are able to cover all lessons now than without technology. Ms. McCombs said absolutely. They have been struggling to cover all material but now lessons are being covered more efficiently.

Ms. Kulick asked if technology has helped when transfer students come into the classrooms. Ms. Rasley said that it helps students when they are able to remediate. Mr. Toth said that if a student is struggling, they can be helped in whichever area they need help in.

Ms. Kulick asked how are parents engaged with technology. Ms. Rasely said that she creates forms for parents to review. It allows them to view lessons and what is occurring in the classroom. Ms. McComb said parents have the option to join in the classroom assignments. Mr. Toth said that currently students get agendas where all due dates of assignments are recorded. This item is available on the google calendar. Ms. VanWhy said that some parents do not have internet or computers at home. Ms. Zelinski said that they have special rate offers from Comcast for parents to take advantage of the special offer. Mr. Toth said about 85%-87% of people have smart phones where they can access assignments. Ms. McCombs said that students also have access at school through the homework club.

b. Library Databases

Mrs. Marjory Gullstrand said that in the labs, there are limited with time on the computers but with the one-on-one initiative all classrooms can utilize this library data base they are proposing. The content can be monitored since not everything online is true or accurate. The information distributed contains the current subscriptions and the proposed replacements. They need to sign up by March 31st. The total expense for this item would have been \$18,820 but since some items are no longer needed, the cost is \$18,498. Ms. Kulick asked why is the State Standards database being removed. Ms. Gullstrand said that not many people use it. Ms. Kulick asked if we are removing \$2,370 from the total amount that was needed ($\$18,820 - \$2,370 = \$16,450$) it would be less but you are asking for \$18,498 now. Ms. Gullstrand said that is correct. Not all schools require the State Standards database, but it is good to leave in one elementary school and one high school. It is not beneficial to have in all schools.

c. Library 5 Yr Plan

Mrs. Gullstrand said that printed material is needed. When she came into the Library Department, she was given a budget that was building based. She now is requesting a per-pupil allocation. Some buildings are struggling. They would need to get equity year after year in order to get the print collection where it needs to be. Mr. Summers asked if they will need the funds just in the first year. Ms. Gullstrand said that it will not take just one

year but many years to bring everything up to date. Page three of the presentation has the details of how each building will need to prepare once they evaluate their collection. Mr. Summers said after their first Library presentation, Mr. Bader presented that the libraries will need a total of \$210,000 for this project. Now they are presenting a budget of \$400,000. Ms. Gullstrand said the budget is a different plan. This amount would be for the cost to replace the books in all schools especially any book that is older than 1999. The medical field and technology changes constantly. Mr. Summers asked if they are confident with books instead of technology. Ms. Gullstrand said that students learn better with print vs. technology. Mr. Summers said that this is not what the teachers just presented about technology. Ms. Gullstrand said that this is a time of transition; therefore, both books and technology need to be maintained, especially in the elementary level. Mrs. Nordmark said that this also includes e-books for fictional information. Not all things online are true. At the intermediate level, we don't have all things. They can manage but they do not have advanced items. Mr. Summers asked if from a curriculum standpoint, have we cinergized between classroom teachers to see what is required in the libraries. Ms. Nordmark asked if he means if they have communicated with classroom teachers about curriculum. Mr. Summers said the curriculum head should collaborate with the libraries. Ms. Nordmark said they have collaborated with curriculum and still do. In the past, Mrs. Duggins asked the librarians to work with classroom teachers. Ms. Gullstrand said we are cataloging to make a list. Mr. Summers said that they have spent a fair amount of time on this issue and wants to make sure that the libraries are helped financially. Mr. Nordmark said that it would be better to get the funds that they requested in December. Mr. Summers said their request is for the district to include the \$150,000 in the \$210,000. Ms. Gullstrand said that would be great. Their presentation was to get everything up to date.

d. 2016-17 School Lunch Prices

Mr. Schmid said that he would like to increase the lunch prices by 10 cents. 35% of the lunches that are served are from cash sales, which total about \$260,000. \$739,000 are from free and reduced priced lunches which is 55%. Cash on hand is \$439,000. Last year's revenue was 4.3 million dollars this year it is 4.2 million dollars. Every year they receive quotes. There is a couple of the areas that are keeping up with Federal and State. Due to the Hungry Kid incentive, they must serve more grains, salads, fruits, etc. and they are added to the a-la-carte menu. Beverages are also limited due to not being able to have high-calorie drinks; therefore, sales have declined. Benefits and retiree amounts have increased from 1.68 million dollars to 2.39 million dollars. This is a \$712,000 increase. The Food Services Department has cut back in hours and elimianted a position. He is requesting to increase lunches by ten cents.

e. Facilities Dept Equipment

- i. Gator - \$9,353.27
- ii. Slit Seeder - \$8,448.00
- iii. Utility Truck - \$38,415

Mrs. VanWhy asked if the Facilities Department bided for the equipment. Mr. Bader said that these are the lowest price and found better equipment.

f. Payment in Lieu of Taxes (PDE-2098)

Mr. Bader said that this item has been approved every year for payment in lieu of taxes for property acquired by the Commonwealth for the National Recreation.

- g. ESSA Resolutions
 - i. Cash Management Services
 - ii. Wire Transfers

Mr. Bader said that the above resolutions is what is needed for the move from PNC Bank to ESSA.

- h. Student Information System – Mr. Forsyth

Mr. Summers asked who put the Student Information System presentation together. Mr. Bader said that Dr. Lesniewski, Mr. Moran, Mr. Borosh and Mr. Forsyth put it together. Mr. Summers said this is very well done. Mrs. Laverdure said they received feedback from everyone. Mrs. VanWhy asked what is needed to make this system qualified.

Mr. Forsyth said that the department that he oversees begins the process of a student's file when they are registered. This information is reflected in State Residency and Local Tax base is the end. There is also the PIMS report, which is crucial. They began the search for a new system through other child accounting in the State by seeing who has the ability to handle the district's flow. They reviewed eight vendors. Four vendors' information was scrutinized. Two vendors were invited to the district. The needs were for school nurses to input student information and the national accounting for lunches because the current system is out. Tyler and Sapphire for a Student Information System (SIS) were reviewed and Sapphire was selected because they felt Tyler was better suited for a business and not necessarily a school program. Everyone who reviewed it agreed. This system will handle everthing pertaining to a student, registration, special education, IEP, transportation, etc.

Ms. Kulick asked if anything is being taken away from the previous system. Mr. Forsyth said on pages 2 and 3 of the presentation, it lists the items that are being eliminated at a total estimated savings of \$153,404.17/year. They maintain in-house and no support for software is needed. Mr. Summers asked what hardware is used, IBM? Mr. Forsyth said this is for the Business Office and the Adminisitrative Services Department. Mr. Bader said that they currently use IBM boxes. Mr. Forsyth said that there will be hardware maintenance. Mr. Summers asked if Harris bills will be eliminated. Mr. Forsyth said that is correct. Mr. Summers said that the Board will need to take action on this contract from Sapphire subject to minor adjustments.

- i. Copier RFP

Mr. Borosh said that the lowest bidder for the copier bid is the vendor Frasier for Sharp copiers. It is a significantly lower expense than what the district currently has. He said they contacted nine references. The worst complaint that they had was that a company was not happy with a technician they had, so they sent another one. Mr. Borosh said he took a team of teachers and secretaries to view the product. There is a slight change from the current lease and maintenance agreement. He had given them the usage amount from the 2014/15 school year. Mr. Summers asked if these prices Mr. Borosh submitted are for the maintenance amount in 2014/15 school year. Mr. Bader said it is a fix lease cost and maintenance for the number of copiers the district has. Mr. Summers asked if the total cost would equal about \$219,000. Mr. Bader said this price includes all expenses. Mr. Summers asked what company do we currently use. Mr. Bader said we use Topp with Canon copiers but their bid came in too high this time. Mr. Summers asked if this price would cover all copiers. Mr. Borosh said that this price is for all copiers for three years because they felt four years was too much and five years was way to long. Thirty-six months would cover the three years and includes a buy-out option. If the district choses Frasier they can save about \$70,000. Mr. Summers said that the Committee would need to

recommend Frasier to the Board as the copier choice. Mr. Bader said Frasier had the better rate. Mr. Summers said that in November, he noticed that some checks were made payable to J & D Copy center for H.S. South, Middle Smithfield Elementary and East Stroudsburg Elementary. He wondered what this payment were. Mr. Bader said this is for the Topp copiers. Mr. Summers asked if they are for the current copiers. Mr. Borosh said that the maintenance for the copiers are paid quarterly.

j. Cashflow Projection

Mr. Bader said that the District is able to weather not having a State budget from a cashflow perspective through the end of the year. However, if it goes longer than that, we may have a problem meeting our obligations. Mr. Summers asked what money can the district move into the operating funds. Mr. Bader said that the cash we have on hand belongs in the fund balance. Mr. Summers asked if it is in the unrestricted account. Mr. Bader said that it is part of the unrestricted and assigned funds. We can reallocated any of the funds. In response to Mr. Summers' question, Mr. Bader said that the District does not need to consider a tax anticipation note at this time. Mr. Summers asked Mr. Bader to keep the Board posted.

k. Summer Schedule

Mr. Bader said that the district would like to consider operating on a four-day work week over the summer. Instead of working five 8-hour days, the staff would work four 10-hour days and the District would be closed on Fridays. This would be about a \$45,000 savings. There cannot be any exceptions. Mrs. Laverdure said the only exception would be with the summer feeding program at J. M. Hill Elementary which operates on Fridays. Mrs. VanWhy asked if other schools have any programs on Fridays. Mrs. Laverdure said other schools operate Monday through Thursday. Mr. Bader said they would need to discuss this further with the Support Staff Union. He thinks a lot of the staff would look favorably on this suggestion. Mr. Summers said this topic can be further discussed with the entire Board.

l. Finance Committee Goals

Mr. Summers handed out a list of about 150 Educational Foundation and highlighted the ones in our area. They can solicit funds by engaging the community. They can participate in fundraising benefits. Mr. Summers presented the Allentown School District's Foundation balance sheet for June 2014. The Allentown School District applied for Education Improvement Tax Credit Program. This program is funded by Harrisburg for businesses to get tax credit on any educational programs they fund. The ESASD can have local businesses fundraise for educational programs in our district. The businesses can get reduction on income taxes. Mr. Summers suggested that Administration take a look to see if we can explore this possibility. Mrs. Laverdure said that the district has a 501(c)3 Scholarship Foundation that Mr. John Schoonover heads. Mr. Summers said that this foundation has to be a member of the EITC Program. Mrs. Laverdure said the district's Educational Foundation began with Mr. Grogan and continued with Dr. Koberlein. There are two foundations in our district the Education Foundation and the Halls & Walls of Fame Foundation. Mr. Schoonover would love some help with the foundation. Mr. Summers said we should start looking into Educational Programs. Mrs. Laverdure said the district would have to maintain them. Mr. Bader said that the key is that the Education Foundation would need to get out into the businesses to solicit on behalf of the school district. Mrs. Laverdure said that this program can be revisited. Mr. Summers asked Mrs. Laverdure to set up a meeting with Mr. Schoonover to discuss this program further.

m. 2016-17 Budget

Mr. Summers said that as the 2016/17 budget is still being worked on, the district needs to have revenues equal the expenses. The district should look at some areas of where to cut. The total expenses in the departments of Special Education, Maintenance and Transportation are about 46.5 million dollars. In his opinion, cutting 4 million dollars is a ten minute job. The departments' job is to figure out how to cut. They can do this cut in two years. Mr. Bader said that he is in the process of reviewing the IU Special Education expenses. He will provide more information in April. At that time they can take another look at this area. With Special Education, the district needs to follow mandates. Mr. Summers said he realizes that the district has mandates, but we can continue to look at this area more economically. He said he is concern with the area of Special Education because we are spending a lot of money for psychiatric services. He saw one check for \$231,000 another for \$841,000. Mr. Summers handed out a chart of eight school districts Special Education enrollment and how much it cost per student. The ESASD has 1,226 Special Education students and spends \$18,704 per student. The other 7 districts spend much less on Special Education students. He suggested that our Special Education Department call other districts to see how they manage with less funds. He asked if we are absolutely sure that every student that has an IEP is a resident of our school district. Two months ago, they found some students that did not live in the district. We need to make sure that we are thorough and aggressive in this area. Mrs. Laverdure said the Administrative Services Department is aggressive about this issue. When they find out that someone does not live in the district, they send the School Police to confirm residency.

V. PUBLIC PARTICIPATION – LIMITED TO ITEMS OF DISCUSSION

- a. Mrs. Judy Summers asked how often do they reevaluate a student when they transfer from New Jersey with an IEP. Mrs. Laverdure said they have to service a student with an IEP and reevaluate them and that is why they need the psychologist. Mr. Moran said that they reevaluate a student every three years but it depends on their disability. Mrs. VanWhy asked if the district has their own psychologist. Mrs. Laverdure said that the district uses a psychologist from the IU 20. Mr. Bader said the need for a psychologist varies; therefore, the IU 20 manages it. Mr. Summers said that it looks like we are spending about \$900,000 a year for this expense. Mr. Bader said they will continue to look at this area.
- b. Mr. Robert Gress requested that the entire Board receive copies of the Librarians' Five Year Plan. Their expenses keep increasing from the previous request. Mr. Summers said we saw their presentation in December. Mr. Gress said that five years ago the librarians' presentation was the same as now. Mrs. Laverdure said she asked the Librarians to come tonight since there were some questions. Mr. Summers said his concern is that the Librarians' need to make sure their request is connected to the curriculum. Teachers need to review what books and computer programs are purchased. They can begin in the first year to level everything out during the five year plan. Mr. Gress said that some schools spend \$300 on books while others spend \$10,000. This is not equal and needs to be fixed. Mr. Summers said that in 2014/15 there were huge discrepancies from school to school. We need to insure that the funds are leveled per building.

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 Van Why and carried unanimously, 3-0.

1. Library databases from Cengage Learning at a cost of \$18,498.00 for the period March 31, 2016 through June 30, 2017.
2. The cafeteria school lunch prices for the 2016-17 school year (\$.10 increase for lunches from the previous year).
3. The contract with Sapphire Software for the Sapphire K-12 Student Information System for a five year term from July 1, 2016 through June 30, 2021.
4. A lease agreement with Frasier Advanced Information Systems for 52 replacement copiers in a basic Equipment Lease amount not to exceed \$131,539.62 per year for three (3) years and an annual maintenance cost of \$89,101.00.
5. The Corporate Resolution of Authority for Cash Management Services with ESSA Bank.
6. The Resolution of Corporations, Partnerships, and LLCs for wiring authority with ESSA Bank.
7. To execute and submit to the Pennsylvania Department of Education an Application for Payment pursuant to section 604 of the School Code for payment in lieu of taxes for property acquired by the Commonwealth for the National Recreation.
8. The purchase of a John Deere gator from Hilltop Sales & Service at a cost of \$9,353.27 under State Contract #4400011369.
9. The purchase of a Befco slit seeder from Lawn & Golf Supply Co. at a cost of \$8,448.00 under PA State Contract #4400011367.
10. The purchase of a 2015 GMC Savana 3500 Cutaway truck from Faulkner Buick GMC Inc. at a cost of \$38,415.00 under Costars Contract #025-016.

VII. NEXT MEETING – April 11, 2016

VIII. ADJOURNMENT 7:10 P.M.

Respectfully submitted,

Patricia L. Rosado,
Board Secretary