

**EAST STROUDSBURG AREA SCHOOL DISTRICT
BOARD OF EDUCATION
FINANCE COMMITTEE MEETING
May 9, 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 5:32 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 5:33 p.m.), Gary Summers and Lisa VanWhy. Ronald Bradley was absent.

Non-Committee Board members present were: Judy Summers

School Personnel Present: Jeff Bader, Brian Borosh, Robert Dilliplane, Sharon Laverdure, Thomas Lesniewski, Fred Mill, Ryan Moran, Heather Piperato and Patricia Rosado.

Community members present: None

III. APPROVAL OF AGENDA AND MINUTES

Motion was made by Debbie Kulick to approve the agenda for May 9, 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 Lisa VanWhy to approve the minutes of the April 11, 2016, meeting. Motion was seconded by Debbie Kulick and carried unanimously, 3-0.

IV. ITEMS FOR DISCUSSION:

- a. Intermediate School Computer Refresh
Mr. Borosh said that in meeting with the Principals, they would like to get Chromebooks at the Intermediate Schools. Currently, they have about 4000 Chromebooks and about 1,200 MACs. They will continue using MAC computers in labs and libraries at both Intermediate Schools, and replace all other student Mac devices with Chromebooks. He solicited 7-8 vendors and received information from five of them. Integra One was the lowest bidder and SHI was the second lowest. Apple quotes include two computer labs and libraries in the Intermediate Schools, as well as teacher laptops. Mr. Summers said that in June 17, 2013, the district made an Apple purchase for Apple Computers for 2 elementary schools and the 2 intermediate schools. The district also bought 44 HP products for Lehman and J.T. Lambert. In your current plan for 2016/17, you include purchasing Chromebooks for J.T. Lambert and Lehman. Why are we getting more Chromebooks for these two schools? Mr. Borosh said he would like to get all schools on the same cycle. This would entail replacing the 3-year-old computers at JTL and Lehman and cascade the existing intermediate school computers to ESE, Bushkill and Middle Smithfield for one year. Bushkill Elementary School and East Stroudsburg Elementary School computers are 4 years old and Middle Smithfield Elementary School computers

are 5 years old. All elementary schools would then be up for replacement July 2017. Mr. Summers asked why are we purchasing HP computers. Mr. Borosh said the current computers are 4 years old and need to be replaced. The HP computers are used in the main office and for administrative use. Mr. Summers said that Mr. Borosh will not be able to get the computer purchases that he is suggesting approved tonight. He said he would like to see a detailed explanation on how and which computers are being swapped. What are we doing with the computers that we are currently paying? Mr. Summers said he would like to see a detailed plan on how these computers will be implemented with the curriculum. He suggested that Mr. Borosh come back next month with all details. Mr. Borosh said he will get all information together. Mr. Summers asked Mr. Borosh to give him a complete picture. He said he was not here when the computers were first purchased so he would like to see where the computers are being moved and what is being recommended to be purchased. Why are we purchasing after a four-year cycle? We need to see a complete history and plan. We need all details in order to analyze any academic performance and changes. We need to detect any student improvement. He said he would be happy to discuss in more details with Mr. Borosh. Mr. Borosh said he will be in contact with Mr. Summers.

b. School Policing

Chief Mill said he oversees the School Police Officers, Security Officers and Crossing Guards. We currently have 1 Police officer at High School North, Lehman Intermediate School, J. T. Lambert Intermediate School and High School South. There is one Police Officer that patrols the North Sector to help with Bushkill Elementary, Middle Smithfield Elementary and Resica Elementary. He also has one South Officer that patrols the South Sector and helps with East Stroudsburg Elementary, Smithfield Elementary and J.M. Hill Elementary. Additionally, he has one Officer that covers the middle shift to help with bus issues or events. There is one Officer that works the Night Shift. The four options he is suggesting on how to include some School Police Officers in the schools are as follows:

Option 1

Add 6 armed trained School Police Officers in the six elementary schools. Six officers' salaries/benefits will cost \$55,300 each at a total of \$331,800 plus \$6,000 for uniform/radios. This option would keep the two patrolling officers to handle transport of students, parents, truancy issues, home visits and bus issues.

Option 2

Add 5 armed trained School Police Officers in five elementary schools. Bushkill Elementary school would not have an officer because there are two officers in close proximity in the high school and intermediate school. Five officers' salaries/benefits would be \$55,300 at a total of \$276,500 plus \$5,000 for uniform/radios.

Option 3

Add 4 armed trained School Police Officers in four elementary schools, East Stroudsburg Elementary, Smithfield Elementary, Middle Smithfield Elementary and Resica Elementary. Bushkill Elementary and J. M. Hill Elementary Schools would not have an officer because there are two officers in close proximity in the high school and intermediate school. Four officers' salaries/benefits would be \$55,300 at a total of \$221,200 plus \$4,000 for uniform/radios.

Option 4

Add 2 armed trained School Police Officers that will alternate between elementary schools. They will be working a split shifts or several hours a day. This way the presence is not predictable to pose possible threats. Two officers' salaries/benefits would be \$55,300 at a total of \$110,600 plus \$2,000 for uniform/radios. One officer will cover the North Sector and the other one will cover the South Sector.

With any option, the Warren Street Crossing Guard spot can be eliminated and this spot can be handled by the officer. This is a cost savings of \$35,700 in wages/benefits.

Mr. Summers asked where is Warren Street? Chief Mill said it is by J.M. Hill Elementary School. This officer can handle the crossing spot and any bus issues. This can be done because the issues that usually occur at the elementary level are parent custodial situations. With two or four more officers, it would help to cover all schools and six would be the maximum to have an officer in every school. Ms. VanWhy asked if it would be six additional and do we currently have two extra officers. Chief Mill said that we have two officers and he is also on call to help. Four officers would be adequate since they have the North and South campus' officers available to assist the elementary schools in their area. It would create an omnipresence by coordinating their schedules. Mrs. Laverdure asked if he would need to buy more vehicles. Chief Mill said he would not need to buy more vehicles since the officers would be stationed in one school. A schedule can be created for the use of the vehicles for when they have to transfer students or attend events. Mrs. Laverdure asked if they ever use their personal vehicles to transport students. Chief Mill said they do not. Ms. Kulick asked if Chief Mill would feel comfortable with just adding two Police Officers. Chief Mill said that he feels they can make it work with two Officers. The district can start with two Officers and, if needed, more Officers can be added at a later time. Ms. Kulick said she agrees. They can start low and increase as needed. Mr. Summers thanked Chief Mill for putting this presentation together. There are many options to consider and now the Board will have to make a decision. The Property/Facilities Committee members are looking to make a review of the safety and security issues in the schools. As School Board President, he would like them to deliver back to the Board members on how they will conduct a safety review. There should be a lead individual to take charge. Mr. Summers said that he would like to gather all information and make a comprehensive approach and announce this information at Monday's meeting. Chief Mill said that if the Board plans to hire officers, they will need to have approval soon since it takes time to get them sworn-in or hire someone that has the qualifications. Chief Mill said that the regular Police Department does not have the mandates that a School Police Officer has. They have to jump through hoops to get them sworn-in in Monroe and Pike Counties which may take one to two months. Mrs. VanWhy said they can start as Security Guards. Chief Mills said they can but the Board may want to start the process. Mr. Summers asked which principals would not be happy with this decision. Chief Mill said he spoke to Ms. Padavano, Bushkill Elementary School and Mrs. Arnold, JM Hill Elementary School and explained to them that there are Officers nearby to assist them. The two Officers will start at East Stroudsburg Elementary and Middle Smithfield Elementary. We already have them at the intermediate schools and high

schools. Mr. Summers said that he would still like to see the security review of the schools be done. Ms. Kulick asked if Chief Mill has anyone in mind for these positions. Chief Mill said he has some individuals who work part-time but will still open it up for applicants. Mr. Bader said if the Board would like to approve the two Officers, it would need to be reflected in the budget.

c. Family Consumer Science Textbook Purchase

Dr. Lesniewski said that a committee reviewed the Apparel: Design, Textiles and Construction textbooks and would recommend it for the use of H.S. South students. The book contains relative material which will be covered in the class. The Race to the Top Grant will pay for the total cost of \$2,025.00. Mr. Summers asked if they have this course at H.S. North. Dr. Lesniewski said they have it but it's not as popular as it is at H.S. South. Ms. VanWhy asked if this class is the one that distributes babies to the students. Dr. Lesniewski said that it is a sewing class.

d. Elementary Math Curriculum Revision

Mr. Moran said that he is preparing to do an Elementary Mathematics Instructional Program review. They will review the amount of instructional time and best practices. The committee will be comprised of parents, classroom teachers, administrators, instructional coaches, etc. representing all six elementary schools. They will determine the strengths and areas that need strengthened within the existing instructional program. The current mathematics instructional resource is outdated. They currently have four different instructional resources that will be reviewed. They will also review the mathematics learning community goals. All items are geared towards children's success. The new instructional resources will not go into effect during the 2016/17 school year but in the 2017/18 school year. Mr. Summers asked what does he mean by resources. Mr. Moran said this would include textbooks, instructional resources and manipulatives for classroom use and technology that may be required. Ms. Kulick asked how will Mr. Moran select the parents that will be involved. Mr. Moran said he will reach out to principals and work with PTOs. They will need parents who can attend four different presentations with vendors.

e. 2016-17 Budget Update

Mr. Bader said that since the last budget presentation, he reviewed and revised the budget to arrive at a proposed final budget. On the revenue side, the State Property Tax Reduction reduces the budget by about \$2,600. On the expense side, salaries were reduced by about \$120,000 because of individuals who have retired. The fringe benefits are reduced by about 3.5 million dollars. He is recommending that the district underfund its contribution to the EBTEP Trust and utilize some of the reserve balance the district has with the Trust as a means of getting budgetary relief. For the last several years, the district's claims have been running better than anticipated, which has allowed the district to maintain a sizable reserve with the Trust. He is working with an actuary to come up with a trend analysis. Mr. Summers asked if Mr. Bader included the salary amounts that were bargained. Mr. Bader said the salaries are included through the completion of the contracts. Cyber Academy was increased by about \$13,000 for the Driver Ed Course. There is an overlap this year in Administrative Services' new system, Sapphire. Mr. Summers said the new system is for students and transfer students is covered. Mr. Bader said that some of the funds will come out of this year's budget in the amount of \$87,649 and the rest next year. There is a reduction in the ITEC lease of about \$110,000 and the ITEC budget has reduction in the updated refinancing of about \$185,000. If any changes are made then the budget will need to be revised. Mr. Summers said if they continue with Mr. Borosh's

recommendations, then it is reflected on the budget. If they do not approve recommendations, then they would reduce expenses. Mr. Bader said he is correct, it would reduce expenses. Mr. Summers said if they can convince Brian to not implement Chromebooks, would it have a budget impact. Mr. Bader said the number of devices is reflected in the budget. There is also some cost savings in cost and software and equipment. The Transportation Department has a \$50,000 savings in fuel. There is a total expense adjustment of 3.8 million dollars. The deficit is 4.3 million dollars due to tax decrease of 1.5 mills in Monroe County and 2.5 mills in Pike County. Mr. Summers asked if the budget reflects the \$150,000 for the libraries. Mr. Bader said that it does. Mr. Summer said that they should look at adding the School Police Officers' recommendation that Chief Mill requested.

f. County-wide Reassessment Resolution

Mr. Summers said that the Board will have to vote on a Preliminary Budget at Monday's meeting. Mr. Bader said they will need to vote upon this Proposed Final Budget unless anything changes. Mr. Summers said he would like to comprise a resolution to state that the East Stroudsburg School District resolves that we are requesting a Countywide Property Assessment no later than January 2017. Mrs. Laverdure said she is slated to speak at the Monroe County Commissioners' Meeting on June 1st. She will present them the approved Resolution at that time.

g. Senior Citizen Rebate

Mr. Summers said that Mr. Gress has recommended that the senior rebate be increased by \$75 across the board. The current maximum is \$1,425; therefore, by adding \$75 it would total \$1,500. He said he believes that they actually paid out less this year than they did last year. Mr. Bader said he would have to check but he believes they are under budget in this area. Mr. Summer said that he reviewed the check payments and through February, they paid out \$465,000 in senior rebates.

h. Amend 4/18/16 motion for SAN

Mr. Bader said that last month the Board approved the SAN purchase but they want to make sure that the financing option is included. The district is looking at paying \$250,000 this year and finance the rest. There is money in Mr. Borosh's budget to cover because they thought it would cost more. The down payment was not included in the original motion. Mr. Dirvonas would like to amend the motion to include the down payment. Mr. Summers asked if the rate that was approved will remain the same. Mr. Bader said it would. Mr. Dirvonas would like the motion clarified for auditing purposes.

i. Facilities Committee Items

i. D'Huy Engineering Proposals

1. Mr. Bader said that D'Huy Engineering is going to check the HSN Gym Humidification in order for the Committee to make a decision on what is causing the issues. The district needs the problems identified. Mr. Summers said he has no problem with having D'Huy check the situation but the results may not be good. Mr. Laverdure said it might be the valves. Mr. Summers said it can also be the controls. Mr. Bader said that it is a building-side issue and we are not sure what is creating the problem. Mr. Summers said this is D'Huy's job to find out for the district.

2. Mr. Bader said that Bushkill Elementary's & Resica Elementary's Atrium have leaks. There are mold issues; therefore, before fixing the leaks, they need to find out what needs to be done.
3. Mr. Bader said that the H.S. North roof needs to be checked since the infrared study that was made. The entire roof does not need to be replaced but now we need to see what needs to be done to fix the leaks. Mr. Summers said that the district paid \$7,000 to do the work on the roof. Mr. Bader said that this work was only to get us through the winter months. Mr. Summers said what will cost us \$8,000. Mr. Bader said D'Huy will come back to the district with a roofing plan.

ii. HSS Aux Gym Floor – Miller Flooring

Mr. Bader said that the H.S. South gym is in bad shape. There are cracks and splinters on it due to being a 50-plus-year old gym. The Property/Facilities Committee meeting is recommending to replace it. Miller is giving the district a proposal. Mr. Summers asked where is the proposal. Mr. Bader said Miller should submit a proposal by Monday's Board meeting. There may be asbestos in the material used to seal the concrete floor from moisture. Mr. Summers asked shouldn't the Property/Facilities Committee meeting see all details first. Mrs. Laverdure said the gym floor is in seriously bad condition and it needs to be done. Mr. Summers asked how much would it cost. Mr. Bader said we don't know the price yet. Mr. Summers said this committee should not be discussing this issue without the Property/Facilities Committee first reviewing all details. Mr. Bader said that the Property/Facilities Committee asked him to forward this issue to this Finance Committee. Their concern was that if it needs to be done this summer, it needs to move quickly. Mr. Summer said he is sorry but frequently the Board is placed with their backs against the wall by having them make quick decisions. He cannot recommend this item to the Board at this time. If the work cannot be done, the auxiliary gym will not be able to be used. Mr. Bader said he understands Mr. Summers' concerns. Mrs. Laverdure said at this time, what is Mr. Summers directing Mr. Bader to do. Is Mr. Summers' directive is to give this item back to the Property/Facilities Committee. Mr. Summers said if the gym is in such bad condition, it should have been brought to the attention of the Committee about three months ago. Mr. Bader said it took a while to get the full assessment. Mr. Summers said he understands but he cannot recommend this item to the Board at this time. Mrs. Laverdure asked Mr. Summers what is his recommendation to Mr. Bader at this time. Mr. Summers said he would be happy to attend the next Property/Facilities Committee meeting to give them his directives. Mr. Bader asked if Mr. Summers would like the district to obtain a proposal to repair the Auxiliary Gym. Mr. Summers said they can get the proposal but it will not be approved by the Finance Committee until the Property/Facilities Committee has reviewed and approved it. This item can be brought back at the June meeting.

iii. Middle Smithfield Attic Mold Abatement - request to seek bids

Mr. Bader said that Mr. Ihle is requesting that the district seek bids for the abatement of the mold in the Middle Smithfield Elementary School attic. Mr. Summers asked if the Committee is authorizing to seek bids to remediate the mold. Are we done with the work at Middle Smithfield Elementary School? Mr. Bader said the mold remediation should complete the work that needs to be done. There

have been no roof problems since classrooms were done. Mr. Bader said he would need to confirm with Mr. Ihle to see if everything is complete. Mrs. Laverdure said if this work will include the insulation. Mr. Bader said that insulation is a separate issue. Mrs. Laverdure asked if about the trusses. Mr. Bader said the trusses are done.

iv. Resica Plenum Mold Remediation – Paul Davis

Mr. Bader said that Mr. Ihle received a proposal from Paul Davis to perform mold remediation at Resica Elementary School at no cost to the district. Mrs. VanWhy asked how does that work. Mr. Bader said the district agreed to have this work done according to the specs on the proposal. Mr. Summers asked if there is any action that needs to be take on this matter. Mrs. Laverdure said that the Board needs to approve the proposal which includes that there will be no cost to the district.

V. PUBLIC PARTICIPATION – LIMITED TO ITEMS OF DISCUSSION

- A. Mrs. Laverdure said that she neglected to place an item on the agenda. The Board will be asked to review and take action on a contract for Fusfoo Media, LLC. Mr. Doll, will be present at the Board meeting to answer any questions about the H.S. Pilot to highlight student activities. Dr. Lesniewski along with some teachers and herself met to discuss all details. The legal counsel is reviewing the contracts to insure that everything is legitimate.

VI. ADVISORY RECOMMENDATIONS FOR CONSIDERATION BY THE BOARD OF EDUCATION

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Lisa VanWhy to recommend that the Board consider for approval the following items: Motion was seconded by Debbie Kulick and carried unanimously, 3-0.

1. The addition of two (2) ten (10) month School Police Officer positions and the elimination of one (1) Crossing Guard position effective with the 2016-17 school year.
2. The purchase of Family & Consumer Science Textbook through Race to the Top Grant for High School South.
3. To approve the Proposed General Fund Budget for the 2016-17 fiscal year in the amount of \$148,564,356, which shall be posted and advertised in accordance with the provisions of Act 1 of 2006 and that said budget together with the taxes proposed herein shall, after proper additions and amendments, be adopted no later than June 30, 2016.
4. To adopt the resolution, as presented, concerning the need for a countywide reassessment of properties in Monroe County.
5. To adopt the Revised Resolution of the Board of Education concerning the Senior Citizen Tax Rebate to increase the amount of available rebate by \$75.00.
6. To approve a forty-eight (48) month fair market value lease of an HP 3 PAR StoreServe 8200 data storage device with related equipment, software and license with Insight Financial Services, LLC, with an upfront or advance rental payment of \$250,000 to be paid from the 2015-16 budget, and four (4) annual rental payments of \$99,036.91 each thereafter. The pricing for this lease is based upon Costars Contract #003-085 (amended motion from the 4/18/16 Board meeting).
7. To approve the proposal from D'Huy Engineering to investigate the humidity issues in the High School North gymnasium at a cost of \$3,750.00.

8. The proposal from D'Huy Engineering to investigate the atrium roof leaks at the Bushkill and Resica Elementary school at a cost of \$3,250.00.
9. To approve the proposal from D'Huy Engineering to evaluate the roof at the High School North and to prepare recommendations for repair and/or replacement at a cost of \$8,000.00.
10. To seek bids for mold abatement in the Middle Smithfield Elementary School attic.
11. To approve the proposal from Paul Davis Emergency Services for mold abatement in the Resica Elementary plenum space at no cost to the District.
12. And for the district to seek proposals for the H.S. S. Auxiliary Gym Floor to be reviewed by the Property & Facilities Committee.

VII. **NEXT MEETING** – June 13, 2016

VIII. **ADJOURNMENT** – 6:39 p.m.

Respectfully submitted,

Patricia L. Rosado,
Board Secretary