

**EAST STROUDSBURG AREA SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING – December 19, 2016
Carl T. Secor Administration Center – Board Room
7:00 p.m.**

Minutes

- I. **President**, Gary Summers called the meeting to order at 7:04 p.m. and led those present in the Pledge of Allegiance. **Board Secretary**, Patricia Rosado called the roll.
- II. **Board Members present:** Ronald Bradley, Robert Cooke, Robert Gress, Robert Huffman, Debbie Kulick, Wayne Rohner, Gary Summers, Judy Summers and Lisa VanWhy.
- Student School Board Representatives:** Alexa Williams was present and Nadia Hussein was absent.
- III. **School personnel present:** Jennifer Andrews, Jerry Athey, Jeff Bader, Brian Borosh, Ben Brenneman, Anthony Calderone, Larry Dymond, Joe Formica, Eric Forsyth, Scott Ihle, Gail Kulick, Phil Lazowski, Tom McIntyre, Fred Mill, Heather A. Piperato, William Riker, Patricia Rosado, Paul H. Schmid, Michael Slesinski, Bob Sutjak, Gillian Turner, Patricia Turner, Bill Vitulli, Nadia Worobj and Steve Zall. Chris Brown, Solicitor.
- IV. **Community members present:** Bill Cameron, Christy Kirkwood, Dulce Ramadan, Hunter Riker and Logan Riker.
Other: Dale Umbenhauer, Maillie LLP
- V. **APPROVAL OF MINUTES**

ACTION BY THE BOARD:

Motion was made by Robert Cooke to approve the minutes for the meeting of November 21, 2016, (pages 1-39). Motion was seconded by Ronald Bradley and carried unanimously, 9-0.

VI. **APPROVAL OF AGENDA**

ACTION BY THE BOARD:

Motion was made by Ronald Bradley to approve this agenda for December 19, 2016, (pages 1-14), 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 Lisa VanWhy and carried unanimously, 9-0.

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

- A. Mrs. Judy Summers said, as the PSBA Liaison, she as well as all Board members, received two publications but the problem is that they are the same edition. They sent one to the home and one to the district. This is a gross waste of money. It costs the district money to belong to this organization. If the Board so choses, she would contact them by email and ask them to reduce the waste by stopping the doubling of this material. No Board member opposed; therefore, she will proceed with this suggestion.

IX. **SUPERINTENDENT'S REPORT**

- A. Ms. VanWhy said there is no report because there was no Monroe Career & Technical Institute JOC meeting in December and the next meeting is on Monday, January 9, 2017.

- B. Mr. Robert Huffman said that he distributed the Colonial IU 20 Monthly Newsletter. The IU 20 Assistant Director retired due to health reasons and they hired a replacement.
- C. Mr. Wayne Rohner said that the Property/Facilities Committee met on December 1, 2016. Items requiring actions were as follows:
1. The invoice from the Gilbertson Group for access control upgrades to Resica Elementary School in the amount of \$11,147.00 and for Bushkill Elementary School in the amount of \$9,569.00. Please reach out to Middle Smithfield and Lehman Townships to see if permits are required. If so, applications need to be submitted.
 2. Recommendation was made to submit payment for an invoice from D'Huy Engineering, Inc. in the amount of \$5,500 for the following report which summarizes their investigation of the masonry façade problems at J. T. Lambert Intermediate School, which was constructed in the 1990-1991 school year. This report summarizes that certain areas of the building have developed significant signs of deterioration in brick, cast stone components, steel lintels, masonry site walls and sealant joints. Recommendations need to be made to pursue phase two of developing bid documents for the restoration and rehabilitation work and executing construction administration services during the restoration work.

A summary of the findings include that the failure of the cavity wall drainage system can be attributed to the following factors: The flashings that were installed at various steel lintel locations do not extend through the cavity and out beyond the surface of the brick or architectural stone units. The steel lintel assemblies are unprotected from moisture and the water that collects in the cavity can flow back under the flashing and sit on top of the lintel without being expelled from the wall. Unfortunately, cast stone material has experienced problems on many projects constructed in the early 1990's. This deterioration is typically associated with a phenomenon known as Alkali-Silica Reaction (ASR). This reaction is caused by some of the natural gravel course aggregate used in the lean concrete backing material, specifically a gravel named Chert. Chert is an unstable aggregate known to be highly reactive in alkaline portland cement paste. There are approximately 97 window openings around the building. Brick masonry above these window openings is supported on steel lintels that span across the opening and bear on the brick masonry at each side of the window. Masonry probes were made adjacent to window heads. At each of these probes, existing flashing and weep holes are present, but they are not functioning properly due to the conditions noted. This has resulted in the corrosion of steel lintels at some window head locations. ASR is promoted by the presence of moisture, and crack development increases moisture intrusion, the rate of ASR and associated cracking can be expected to accelerate over time. There is extensive corrosion in one of the louver heads. Efflorescence and brick spalling were observed at various locations around the building. Given the amount of efflorescence and spalling observed at various locations around the building, it is apparent that at these locations, the brick masonry was exposed to chronic and significant moisture. Site Walls, Pocketed Beams at Grating Walkway, Relief Angles, and Brick at HVAC Louvers, Sealant Joints and Metal Coping Caps were also investigated. The estimated budget for all work is \$2,051,000 in order to remediate this "Taj Mahal". The report was written by Ronald Carr, Professional Engineer.

3. H. S. North Masonry Investigation. H.S. North was built in the 1998-1999 school year. The exterior brick veneer on the north facing elevation of the natatorium wall is in poor condition. The mortar joints are crumbling, numerous brick are spalling, the wall is bowing out of plane and efflorescence is widespread over the exterior surface of the wall. There are signs of similar deterioration on the brick wall at the south elevation of the natatorium, but to a far lesser extent.

Findings

The typical exterior masonry cladding at the natatorium is designed as a cavity wall system. The brick units are intended to be the primary weather barrier. Any water which penetrates through the brick enters the cavity to be the primary weather barrier. The veneer wall evidenced significant signs of deterioration, including mortar joint deterioration and out of plane movements. There is minimal bond strength between the mortar and brick units, and no structural integrity left in the mortar material itself. It appears that this wall may have been exposed to freezing temperatures prior to final curing of the mortar.

There also appears to be inadequate accommodation of thermal movements in the metal edge and fascia assembly.

The spray foam insulation does not cover the top flange of the spandrel beam, or the clip angle and blocking as detailed on the architectural drawings. There is a gap in the steel members that absent spray foam coverage, permits interior air to escape into the cavity.

The South wall has repointed recently and appears to be performing adequately.

Recommendations for Rehabilitation

Based on the findings, remedial work would need to be implemented to address the various problems at the North High School and have been prioritized for the district's use in determining the extent of the work. The estimated cost to repair the walls is \$292,800

4. Pay invoice from Indoor Air Technologies in the amount of \$118,000 for the Middle Smithfield Elementary School Attic Abatement project. Results of samples are not known at this time.

Items of discussion

The Storm event of November 29-30, 2016, indicates that the Middle Smithfield Elementary School continues to experience roof leaks where the old roof meets the new roof. Roof representatives have been contacted to investigate. After reviewing these recent investigative reports from D'Huy Engineering, I will continue to allege that the taxpayers have every right to be angry about the defective workmanship that is occurring in this district. I am advocating that we pursue a lawsuit to recoup money spent on these repairs at Middle Smithfield Elementary School.

The repairs and upgrades for the South stadium continue to be postponed.

Mr. Gress said the South stadium project is not being postponed, but that they are being reviewed because of the cost that is involved. It will cost around two million dollars. We may need money from a bond issue. For now, it is just being delayed. Mr. Rohner said Mr. Gress is correct.

- D. Mr. Gary Summers said that the Finance Committee met on December 5, 2016.
 1. Several items that were discussed are on the agenda tonight such as the Auditor's report and the bus bids.
 2. We spent some time with Ms. Gullstrand and Ms. Nordmark discussing how the libraries plan to spend the additional money that was allocated to them.
 3. We began a discussion on the benefit trust that the district participates in to provide healthcare to our employees. This discussion will continue to see if there is an opportunity to do things differently.
 4. The Committee also discussed the Basic Education Funding Formula that will be used over the next five years to distribute any additional funding over the 5.5 billion dollars. It will be distributed to all school districts the way it has always been. This new formula will be only used for the monies in addition to the 5.5 billion dollars. This year, the district received an additional 1 million dollars (approximately) for Basic Ed Funding
 5. Mr. Bader also reviewed the 2017/18 preliminary budget that he will discuss tonight.
 6. We also discussed a potential resolution for consideration by the Board indicating that the Board intends to keep the tax rate at the same level.
 7. Mr. Summers said that he attended a webinar regarding new capabilities being provided from PSBA at no charge to each school district in Pennsylvania over the next couple of years. They have a huge relational data base which includes financial information, demographic information, scores, etc. A district can look at comparable school districts. We can see what others are spending on transportation, special ed services, etc. It gives us an opportunity to call a school district and discuss how we can do as they are doing and vice versa.
- E. Mrs. Judy Summers said the Policy Review Committee met earlier this evening and have recommended that administration post the following policies for public review during the month of December and subsequent Board action in January:

- Policy 707 and 707A Use of Facilities & Schedule of Fees

Also, on the agenda for Final Board approval this evening are:

- Policy #203 Communicable Diseases and Immunizations
- Policy #249 Bullying/Cyberbullying
- Policy #336 Personal Necessity Leave - Employees
- Policy #336.1 Leaves for Short-Term Absence for Extreme Emergencies/Days w/o Pay - Employees

- Policy #626 Federal Fiscal Compliance
- Policy #626.1 Travel Reimbursement-Federal Programs – New Policy
- Policy #827 Conflict of Interest - New Policy

Along with the repeal of:

- Repeal #304, #404.1 and #504.1
- Repeal #436 and #536
- Repeal #436.1 & #536.1

- F. Miss Alexa Williams, H.S. North Student Board Representative, gave congratulations to Trent Griffin for being selected to perform in the 2017 All-Eastern Orchestra sponsored by the National Association for Music Education. He was selected by auditioning along with percussionists from other States. The All-Eastern Music Educators' concert and conference will take place in Atlantic City, New Jersey in April 2017. The North Chorale, who performed tonight, performed at the Stroudsmoor Inn at their 28th annual tree lighting ceremony on December 4th. North High School raised enough money to create 25 Sweet Cases. These are duffle bags filled with a teddy bear, blanket, hygiene kit, etc. They are given to children who are entering foster care and will replace the trash bags they normally receive. The North Key and Leo Clubs will be decorating these duffle bags to give to local children in the organization. H.S. North Reading Olympics and Student Government Association combined to run a book drive for the Bushkill Head Start Program. Congratulations to Mrs. Tchoursine's class who collected the most books. Mr. Lehr's classes participated in an "Hour of Code" which is a national-wide program aimed at enhancing students' knowledge of computer programming software. Geneva Maldonado, Trent Griffin and Daniel Phillips earned positions in the 2017 PMEA District 10 Bands. Trent and Daniel also earned positions in the 2017 District 10 Orchestra. The North Music Department went above and beyond with their exquisite holiday concerts. The Class of 2018 put on a fantastic fundraiser by hosting a breakfast with Santa at Middle Smithfield Elementary School. Mr. Krupski, Business Ed Teacher, gave his Intro to Business students a life experience on "How to Start a Business" by dividing them into groups and having them come up with a plan, concepts and research so they can sell this item during lunch periods. They will give all proceeds raised to a charitable organization of their choice.
- G. Mr. Dale Umbenhauer, Maillie LLP, presented the 2015/16 Annual Financial Report and said he will take questions at the end of his report.
- Page 3 – Start of Independent Auditor's opinion. It has three pages that says that in their opinion, the Financial Statements are not materially misstated.
- Page 4 –Notes that the school district adopted a new accounting guidance implementing Governmental Accounting Standards Board Statement (GASB) No. 72 and 79 for the current year which is in relation to the value of investments.
- Pages 6 – 12 - Management Discussion and Analysis. This is the unaudited piece of the Financial Statement. This is the management's opportunity to explain what happened during the year and why it happened.
- Page 13 – The Statement of Net Position – Government-Wide Basis. It includes all debts and capital assets on the government-wide activities and business-type activities. Total assets are a negative 108 million dollars. This is due to adding of net pension liability. Starting next year, we will need to add the unfunded OPEB liability so it will look worse.
- Page 14 – The Statement of Activities is much like an Income Statement. It lists expenses by functions. Total revenues are 103 million dollars which is made up by general revenues, primarily property taxes. The change in net position was a loss of (\$646,000).
- Page 15 – Current Resources Balance Sheet – Governmental Funds. It has the General Funds, Capital Project Fund and Special Revenue Fund with a total of 84.5 million dollars.
- Page 16 – Reconciliation of Total Governmental Funds Balances to net Position of Governmental Activities. When they add the Fund Balance and Net Governmental Activities, it equals a loss of (\$108,000,000).
- Page 17 –Statement of Revenues, Expenditures and Changes in Fund Balances Governmental Funds includes revenues, expenditures, and other financing sources with a loss of (\$2,861,563). The General Fund Balance at the end of year is about 45.8 million dollars.
- Page 18 – Reconciliation of the Governmental Funds Statement of Revenues, Expenditures and changes in Fund Balances to the Statement of Activities with a loss of (\$646,109).
- Page 19 – Statement of Net Position Proprietary Fund which is the Food Service Funds because it operates like a business. Total liabilities of 4.7 million dollars total a net position of (\$3.4 million dollars), which is related to the pensions.
- Page 20 –Statement of Revenues, Expenses and Changes in a Fund Net Position Proprietary Fund. Total revenues included operating revenues are 1.3 million dollars and non-operating revenues (subsidies and interest) of 2.9 million dollars with expenses of 4.4 million dollars for a net loss of (\$233,106).

Page 21 – Statement of Cash Flow for Proprietary Funds.

Page 22 – Fiduciary Funds - funds for which the District is the trustee. Expendable and nonexpendable scholarship funds with a net position of \$141,814.

Page 23 –Statement of Changes in Fiduciary Net Position. It's the fiduciary funds for expendable and nonexpendable scholarships net position at the end of the year of \$89,561 for expendable and \$52,253 for nonexpendable scholarships.

Pages 24 – 54 Notes to the Basic Financial Statements

Page 55 - Budgetary comparison schedule for General Fund. The budgeted amount is \$143,775,124 and the actual amount was \$145,457,774 and the variance final budget was \$1,682,650. Bonds are not included but leases of 2.2 million dollars is included but the actual was 2.3 million dollars with a negative variance of 4.6 million dollars.

Mr. Summers said on the operating basis, we had a deficit of \$535,899 which means that expenses exceeded revenues. Mr. Umbenhauer said Mr. Summers is correct. Mr. Summers said that this amount is a lot better than what we originally budgeted but nonetheless the expenses exceeded the revenues.

Page 56-59 – Note to the Budgetary Comparison Schedule.

Page 60-61- Independent Auditors' Report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with government auditing standards. There were no findings

Page 62-64 – Independent Auditors' Report on Compliance for Each Major Federal Program; Report on Internal Control Over compliance; and Report on the Schedule of Expenditures of Federal Awards in Accordance with the Uniform Guidance. There were no findings

Page 65-66 – Schedule of Expenditures of Federal Awards. District received total federal awards of about 5 million dollars.

Page 67 – Notes to the Schedule of Expenditures.

The school district has not elected to use the 10% de minimis indirect cost rate as allowed in the Uniform Guidance, Section 414.

Page 68 – Summary of Auditors' Results. They had an unmodified opinion, no significant deficiencies identified, material weaknesses and no noncompliance. The Child Nutrition Cluster was audited. The district does not qualify for an audited low-risk due to a finding from two years ago. Next year the district may be considered as low-risk. There were not findings for this year or last year.

Mr. Bradley said that the school district elected not to use the 10% de minimis. When was it put into effect and by who? Mr. Umbenhauer said that was put into effect by OMB in 2012 with the new guidance but did not take effect until 2014. It only affects grants that allow the charging of indirect cost to the program and none of our grants have that. None of the districts have grants that qualify.

Mr. Gress said with subsequent events, we should include the bond refinancing and the reduction of taxes. We have a shortfall this year and will again next year. We also reduced healthcare cost contribution. This should be included in the subsequent events or would it be included next year? The reduction of taxes and refinancing of the bonds, should have been put in this report. Mr. Umbenhauer said reduction of taxes was in June; therefore, it does not qualify as a subsequent event. Subsequent event is from end of June 30 through date of issuance of report. The only significant item is the bonds and it's a required disclosure. Mr. Gress said we did the bond refinancing in September 2016. Mr. Umbenhauer said the bonds are only a required disclosure. Mr. Gress said then the reduction of taxes should be included with the next audit.

- H. Mr. Jeff Bader presented a draft of the 2017/18 budget. He said this is an initial look of the 2017/18 budget. On his pie chart he indicated that 66.9% of the revenues come from local sources, 28.5% are from the State, 1.6% are from Federal and 3% are from other sources, such as Bond Issues.

As he previously stated, Local Revenues are about 67% of the total district revenues. Real Estate Taxes make up about 57% of the total revenues which makes it the largest component of the district's revenue. Real Estate Tax Revenue depends upon Assessed Value, Collection Rate and Millage Rates. Based on information from the two County's Assessor's Office, assessments have declined about 2.5 million dollars between the 2015/16 and 16/17 school year as of December 1, 2016. The Board has been presented with many assessment appeals which offset

this decline. He needs to find out how much of these appeals have been reflected in the numbers he received from the Assessments Office. Collection rate continues to increase to 90%. Millage rate is a critical factor in determining what those real estate revenues are. Our school district is in two counties. The requirement is that we have to balance that tax levy in Monroe and Pike Counties by the relative market value. Market values continue to fall in both counties, but is falling slightly more in Pike than Monroe. The basis of this budget is no tax increase. We hold Monroe County tax the same 177.86 but since Pike is slightly lower it is 120.84. This is as close as a Zero Balance increase budget as it can get to levy both counties.

State Revenues make up 29% of Total District Revenue. It is unlikely to see an increase in State funding. As Mr. Summers pointed out, the new Basic Education Funding that was adopted, is only for new money. We are not encouraged that there will be additional resources because currently the State revenues are lacking behind projections and expenditures. At the end of the year, they anticipate a State budget deficit of 3 billion dollars. No tax increase at State level. Republicans have a veto-proof majority in the Legislature. It is unlikely Governor Wolf will be running for re-election; therefore, he would not be asking for more money nor is it a good time to do so. The Ready to Learn Grant is a 1.3 million dollar block grant. It is not part of the required funding. In 2015-16, the State zeroed it out but brought it back in the last minute. The grant is being kept in for 2017/18 at the 2016/17 amount of 1.2 million dollars as a big uncertainty. The only increase from the State is in Social Security and PSERS subsidies but this will offset the increased expenses that have been incurred for both.

Federal Grants make up 2% of Total Revenue. These are the Title I, II, and III Programs. There is a decrease in anticipated funding. It is unclear whether we will get the Keystones to Opportunities Grant. Other Revenues come from proceeds from Financing such as leases. Sale of Fixed Assets (Bus Buy-Back Program). No buses will be returned in 2016/17 but they will be returned in 2017-18 in the amount of \$2,268,960 for the resale of buses.

Total revenues:	2016-17	2017-18	% Change
Local	\$101,580,869	\$102,464,704	0.87%
State	\$ 41,655,349	\$ 43,705,667	4.92%
Federal/Other	<u>\$ 4,841,132</u>	<u>\$ 7,071,676</u>	<u>46.07%</u>
		(includes buses)	
Total	\$148,077,350	\$153,242,047	3.49%

With expenses, 69% are for Wages and Benefits. Debt Service is 12%; therefore, 81% of the district's cost is fixed. 20% of the District's costs are variable such as purchases for supplies, books, contract & professional services, utilities, etc. Some are not directly controlled by the district such as for special education and alternative services, charter school tuition, insurance cost, etc.

The wages and benefits are projected to increase about 7.6 million dollars. In wages there is a 1.4 million dollar increase and with benefits there is a 6.2 million dollars increase. This increase is driven primarily by the benefits piece which is comprised of two items, PSERS and Health Insurance. PSERS' change is about 2.1 million dollars (10.9%) and Health Insurance is 3.9 million dollars (25.7%). The reason for this increase is because this year we had underfunded the anticipated cost for health insurance and had a fairly good reserve with the trust. We had years with good claims. We cannot do this forever. We will monitor to see current claims and hopefully be able to revise this number.

Non-Wage and benefit expenses are projected to increase by \$4.8 million dollars which is about 30%. Of that 4.8 million dollars, 4.4 million dollars is for the purchase of new buses, which is on the agenda tonight. All other expenses are \$400,000 which is a very little increase other than for wages and benefits.

Total Expenses	2016-17	2017-18	Change	%
Wages & Benefits	\$103,254,319	\$110,835,960	\$ 7,581,641	7.3%
All other Expenses	<u>\$ 45,352,650</u>	<u>\$ 50,111,499</u>	<u>\$ 4,758,849</u>	<u>10.5%</u> (4.4 million dollars is for buses)
Total	\$148,606,969	\$160,947,459	\$12,340,490	8.3%

Where does the Money Go? 54.4% is for direct instruction of students, 10.1% is for instructional support and 8.2% is for transportation. For every \$1 spent \$.73 goes to direct or indirect support of student learning. This does not include co-curricular activities such as band, chorus, etc. Only \$.05 of every \$1 spent goes to administrative activities. \$.12 of every \$1 goes for Debt Service. \$.09 of every \$1 is for maintenance and operation. The majority of the dollars spent is for direct instruction for students.

Net Budget Position
 Anticipated Revenues \$153,242,047
 Anticipated Expenses \$160,947,459
 Expenses>Revenues \$ 7,705,412 (negative)

This is the first look of the budget process. We will continue to look at more efficient ways of doing our business and reduce costs. We will also find out what the State is looking to do. If the Board desires not to increase taxes above the index, the Board will need to adopt a formal resolution in January.

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

None

XI. **PERSONNEL ITEMS**

A. **Support Staff - Uncompensated Leave - In Accordance with School Board Policy #539**

ACTION BY THE BOARD:

Motion was made by Robert Cooke to approve the uncompensated leave of absence in accordance with the approved applicable policies, procedures and contractual agreement. Motion was seconded by Debbie Kulick and carried unanimously, 9-0.

1. **In Accordance with School Board Policy #539**

Name	Position Held
a. Athey, Jerry	Cafeteria Aide - East Stroudsburg Elementary Effective Date: January 23, 2017 Length of Leave: April 12, 2017

(Request received)

B. **Support Staff**

ACTION BY THE BOARD:

Motion was made by Robert Cooke to approve the resignations, retirements, reassignments, leaves of absence, appointments and salary changes for 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 Debbie Kulick and carried unanimously, 9-0.

1. **Resignations**

Name	Position Held
a. Botke, Beth	Student Aide – J. T. Lambert Intermediate Effective Date: at the end of the workday on November 30, 2016.
b. Taylor, Sharon	Health Room Nurse - Itinerant Effective Date: at the end of the workday on December 22, 2016.

(See pages 15-16)

2. Retirements

Name	Position Held
a. Hedgelon, William	Mechanic – Transportation Effective Date: at the end of the workday on January 6, 2017.
b. Klammer, Evelyn	Health Room Nurse - High School South Effective Date: at the end of the workday on February 13, 2017.
c. Spiotta, Anthony	Bus Driver – Transportation Effective Date: at the end of the workday on December 22, 2016.

(See pages 17-19)

3. Reassignments

Name	Position Held
a. Mabe, Tiffany	From: Student Aide (6.75 hour) - Bushkill Elementary To: Student Aide (6.5 hour) - Middle Smithfield Elementary Effective Date: December 1, 2016 This position was moved due to district needs.
b. Rue, Viola	From: Student Aide (6.5 hour) - East Stroudsburg Elementary To: Student Aide (7 hour) - J. T. Lambert Intermediate Effective Date: December 1, 2016 Viola replaces Beth Botke who resigned.

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

Name	Position Held
a. Gatpo, Wilma	Custodian (2 nd shift) – J. T. Lambert Intermediate Effective Date: November 29, 2016 Length of Leave: December 19, 2016
b. Hafler, Douglas	Maintenance II Worker – Maintenance Effective Date: October 14, 2016 Length of Leave: October 30, 2016
c. Turner, Cory	Bus Driver - Transportation Effective Date: December 6, 2016 Length of Leave: end of the 2016-17 school year. This is an intermittent leave.
d. Turner, Sandra	Bus Driver - Transportation Effective Date: December 6, 2016 Length of Leave: end of the 2016-17 school year. This is an intermittent leave.

(Requests received)

5. Appointments - Regular

- | Name | Appointment |
|-------------------|--|
| a. Craver, Joshua | Bus Mechanic - Transportation
Hourly Rate: \$18.58
Hourly Rate: \$19.08 after satisfactory completion of the probationary period.
Effective Date: January 9, 2017
Joshua replaces Harrold Stocker who retired. |
| b. Lopez, Rebecca | Secretary - Facilities (75%) and Technology Services (25%)
Hourly Rate: \$14.06
Hourly Rate: \$14.56 after satisfactory completion of the probationary period.
Effective Date: January 9, 2017
Rebecca replaces Kelli Oney who was reassigned. |

6. Appointment - Long Term Substitute

- | Name | Appointment |
|---------------------|---|
| a. Wickberg, Arthur | Custodian (2 nd shift) - J. M. Hill Elementary (LTS)
Hourly Rate: \$14.98 (plus \$.40/per hour shift differential)
Effective Date: December 12, 2016 through the end of the workday on February 28, 2017 only.
Arthur replaces LeRoy Bowman who was terminated. |

7. Salary Changes

	Last Name	First Name	Position	Location	From:	To:	Effective:
a.	Bailey	Donnell	Bus Driver	Transportation	\$15.99	\$16.49	12/7/16
b.	Draksin	Peter	Bus Driver	Transportation	\$15.99	\$16.49	12/6/16
c.	Garcia	Rachel	Bus Driver	Transportation	\$15.99	\$16.49	12/1/16
d.	McFarlane	Holly	Bus Driver	Transportation	\$15.99	\$16.49	12/7/16
e.	Snow	Kathleen	Bus Driver	Transportation	\$15.99	\$16.49	12/5/16
f.	Smith	Jamie	Cafeteria Aide	High School North	\$12.78	\$13.28	12/7/16

8. Substitute Appointments

- | Name | Position(s) |
|--------------------|---|
| a. Berger, Petra | Cafeteria Aide, Custodian, Paraprofessional, Student Aide |
| b. Casalino, Maria | Cafeteria Aide, Cafeteria Worker, Custodian |
| c. Donovan, Myles | Custodian |
| d. Masee, Jessica | Paraprofessional |
| e. Morales, Yvette | Paraprofessional |
| f. Oni, Helen | Paraprofessional |
| g. Staats, Edward | Custodian |
| h. Taylor, Sharon | Health Room Nurse |

C. School Police Officer

ACTION BY THE BOARD:

Motion was made by Lisa VanWhy to approve the resignation of the designated School Police Officer in accordance with the approved applicable policies and procedures. Motion was seconded by Debbie Kulick and carried unanimously, 9-0.

1. Resignation

Name	Position Held
a. Smith, Albert	School Police Officer – Middle Smithfield Elementary Effective Date: at the end of the workday on November 17, 2016.

(See page 20)

D. School Police Officers – Stipends

ACTION BY THE BOARD:

Motion was made by Ronald Bradley to approve payment of Second (a) Stipends for the designated School Police Officers payable the last pay date in December 2016 in accordance with the current School Police Officer Compensation Plan. Motion was seconded by Judy Summers and carried unanimously, 9-0.

	Last Name	First Name	Position	2016-2017 Second (a) Stipend
a.	Cullen	Thomas	School Police Officer (12 month)	\$2,500.00
b.	Fehrle	Richard	School Police Officer (12 month)	\$2,500.00
c.	Gangaware	Adam	School Police Officer (12 month)	\$2,500.00
d.	Iannazzo	Marc	School Police Officer (12 month)	\$2,500.00
e.	Piccirilli	Terre	School Police Officer (12 month)	\$2,500.00

E. Professional Staff

ACTION BY THE BOARD:

Motion was made by Ronald Bradley to approve the resignations, leaves of absence and appointment for 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 Debbie Kulick and carried unanimously, 9-0.

1. Resignations

Name	Position Held
a. Barth, Allison	Grade 1 teacher – Smithfield Elementary Effective Date: at the end of the workday on November 30, 2016.
b. Campbell, Sarah	Building Substitute - Smithfield Elementary Effective Date: at the end of the workday on November 30, 2016.

(See pages 21-22)

2. Leave of Absence – In Accordance with School Board Policy #435

Name	Position Held
a. Falzone, Robert	Health & Physical Education teacher – Bushkill Elementary Effective date: October 16, 2016 Length of Leave: December 31, 2016 This is an intermittent leave.

(Request received)

3. Leave of Absence – In Accordance with School Board Policy #435 & Child Rearing Leave

Name	Position Held
a. O'Connor, Sarah	Guidance Counselor – East Stroudsburg Elementary Effective date: January 17, 2017 Length of Leave: last teacher workday of the 2016-2017 school year.

(Request received)

4. Appointment - Regular

Name	Appointment
a. Campbell, Sarah	Grade 1 teacher – Smithfield Elementary (TPE) Salary: \$44,351.00, prorated (Step 1 Column 5) Effective Date: December 1, 2016 Sarah replaces Allison Barth who resigned.

(See page 23)

5. Substitutes

Name	Certification
a. DeRenzis, Sandra	Special Education, Elementary
b. Marraccini, Wendy	Elementary
c. Masee, Jessica	Elementary, Special Education, Mid-Level Math 6-9
d. Morales, Yvette	Emergency Permit
e. Oni, Helen	Emergency Permit

F. Extra Responsibility Positions

ACTION BY THE BOARD:

Motion was made by Ronald Bradley to approve the rescissions, resignation and appointments in accordance with the terms of the District's existing collective bargaining agreements as amended and supplemented. Motion was seconded by Lisa VanWhy and carried unanimously, 9-0. Robert Gress abstained from Item 3 letter f.

1. Rescissions

Name	Position Held
a. Gamble, Joshua	Baseball Junior Varsity Coach – High School South
b. Gamble, Joshua	Boys' Basketball Freshman Coach – High School South

(See page 24)

		Provide 83 additional free early hearing and vision screenings, etc. Utilize designated grant funds to provide scholarships to ESASD eligible children to attend a local Head Start Program			
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(See pages 29-31)

XIII. STUDENT ITEMS

A. Field Trips – 75 Miles or More

ACTION BY THE BOARD:
Motion was made by Lisa VanWhy 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 Judy Summers and carried unanimously, 9-0.

	Name	Activity	Location	Dates
1.	Dolph, Patti Jo (#01653)	J.M. Hill 2 nd grade students to Turtle Back Zoo	West Orange, NJ	5/10/17
2.	Healey, Michael (#01671)	US Government/UN Aspire H.S. South students to attend the commemoration of the Holocaust and Memorial Events at the United Nations Headquarters	New York, NY	1/27/17
3.	Shumbris, Robyn (#01682)	H.S. South students to Philadelphia Zoo	Philadelphia, PA	4/25/17
4.	Toth, Donald Terry (#01814)	J. T. Lambert Media Design students to Broadway and New York International Car Show.	New York, NY	4/19/17

(See pages 32-35)

B. Expulsion Agreements/Modifications

ACTION BY THE BOARD:
Motion was made by Robert Cooke to approve the Agreed Upon Expulsion, Waiver of School Board Hearing and Release Agreement(s) for the case(s) listed in substantially the same form as presented at this meeting [contingent upon the receipt of any Manifestation Determinations indicating the infractions were not manifestations of a disability, where applicable], subject to final review by the school district’s administration and legal counsel. Motion was seconded by Wayne Rohner and carried unanimously, 9-0.

- a) Case #16843
- b) Case #18320

(See pages 36-45)

XIV. OLD AND NEW BUSINESS

- A. Mr. Summers said that he sent each Board member a copy of an email from John Calahan regarding the importance of establishing a relationship with our elected Representatives. Do we want to meet with them after they are sworn in on January 3rd? The Governor will probably present a budget in early February. Should we have a work session? If so, when? Who should we invite?

Mr. Bradley suggested having the meeting right after they are sworn-in and maybe have the swearing-in ceremony here at the district. Mr. Summers said they are sworn-in in Harrisburg. We can have a work session after the Governor's budget or before. Mr. Gress said they are already meeting; therefore, we should meet as soon as possible. Ms. Kulick said the Board already has a work session scheduled in January. Mr. Summers said the last one was on a Saturday because they are not in session on the weekend. He will ask the Board Secretary, Mrs. Rosado, to make the phone calls to invite them to a Saturday in January. Mr. Gress suggested that we invite the three Senators: Mario Scavello, John Blake and Lisa Baker, as well as the Representatives Rosemary Brown and Maureen Madden. Mr. Bradley suggested inviting David Parker. Mr. Summers said we need to invite those that have a vote to make it happen.

Mr. Summers said that several work sessions were approved for this year. The first one is on January 30th on a Monday at 7:00 p.m. This will afford an opportunity for the Board to talk about things that people learned at conferences and indicate their requests they would like administration to add in the district. It is not a voting session just items of discussion that are not discussed in regular meetings or executive sessions.

XV. REQUEST TO ESTABLISH A STUDENT ACTIVITY

ACTION BY THE BOARD:

Motion was made by Wayne Rohner to approve the request to establish a student activity fund for North Timberwolves Dance Team and North Timberwolves Step Team. Motion was seconded by Judy Summers and carried unanimously, 9-0.

(See page 46)

XVI. BOARD POLICIES

1.

ACTION BY THE BOARD:

Motion was made by Judy Summers to approve the Board Policies listed for use in the East Stroudsburg Area School District. Motion was seconded by Wayne Rohner and carried unanimously, 9-0.

1. Policy #203 Communicable Diseases and Immunizations
2. Policy #249 Bullying/Cyberbullying
3. Policy #336 Personal Necessity Leave - Employees
4. Policy #336.1 Leaves for Short-Term Absence for Extreme Emergencies/Days w/o Pay - Employees
5. Policy #626 Federal Fiscal Compliance
6. Policy #626.1 Travel Reimbursement-Federal Programs – New Policy
7. Policy #827 Conflict of Interest - New Policy

(See pages 47-68)

2.

ACTION BY THE BOARD:

Motion was made by Judy Summers to repeal the following Board Policies in the East Stroudsburg Area School District. Motion was seconded by Lisa VanWhy and carried unanimously, 9-0.

- Policy #304, #404.1 and #504.1 – Conflict of Interest. See new Policy #827 – Conflict of Interest
- Policy #436 and #536 – Personal Necessity Leave – Professional Staff & Support Staff. See Policy #336 encompassing all Employees.
- Policy #436.1 and #536.1 – Leaves for Short-Term Absence for Extreme Emergencies/Days w/o Pay – Professional Staff & Support Staff. See Policy #336.1 encompassing all Employees.

XVII. CONFERENCE ATTENDANCE

A. Board Members

ACTION BY THE BOARD:

Motion was made by Ronald Bradley to approve the attendance of Ronald Bradley and Wayne Rohner at the National School Boards Association Annual Conference in Denver, Colorado from March 23, 2017 through March 27, 2017 in an approximate amount of \$2,500 each. Motion was seconded by Robert Gress and passed 8-1. Judy Summers voted no.

XVIII. SCHEDULE OF DATES, TIMES & PLACES - 2017 REGULAR MEETINGS OF THE BOARD OF EDUCATION - Revision

ACTION BY THE BOARD:

Motion was made by Robert Cooke to correct the action of the Board taken at the December 5, 2016, Reorganization Meeting to reflect that all 2017 regular meetings of the Board shall be held at 7:00 p.m., rather than 7:30 p.m. as inadvertently indicated in the original motion. Motion was seconded by Debbie Kulick and carried unanimously, 9-0.

January	23,	2017	--	7:00 PM in the Carl T. Secor Administration Center Board Room
February	27,	2017	--	7:00 PM in the Carl T. Secor Administration Center Board Room
March	20,	2017	--	7:00 PM in the Carl T. Secor Administration Center Board Room
April	24,	2017	--	7:00 PM in the Carl T. Secor Administration Center Board Room
May	15,	2017	--	7:00 PM in the Carl T. Secor Administration Center Board Room
June	19,	2017	--	7:00 PM in the Carl T. Secor Administration Center Board Room
July	17,	2017	--	7:00 PM in the Carl T. Secor Administration Center Board Room
August	21,	2017	--	7:00 PM in the Carl T. Secor Administration Center Board Room
September	18,	2017	--	7:00 PM in the Carl T. Secor Administration Center Board Room
October	16,	2017	--	7:00 PM in the Carl T. Secor Administration Center Board Room
November	20,	2017	--	7:00 PM in the Carl T. Secor Administration Center Board Room
December	4,	2017	--	5:30 PM (Reorganization – in the Carl T. Secor Administration Center Board Room – 1 st Monday in December)
December	18,	2017	--	7:00 PM

XIX. FISCAL ITEMS

A. Propane Powered School Buses

ACTION BY THE BOARD:

Motion was made by Ronald Bradley to accept the following bids from the lowest responsible bidders for propane powered school buses, in accordance with the recommendation of the Finance Committee. Motion was seconded by Lisa VanWhy and carried unanimously, 9-0.

Vendor	Bus Type	Quantity	Cost Per Bus	Total Cost
Brightbill	72 passenger	30	\$85,470.00	\$2,564,100.00
Wolfington	72 passenger w/ storage bins	6	\$88,444.69	\$ 525,868.14
Brightbill	48 passenger w/ lift	6	\$96,305.00	\$ 577,803.00
Rohrer	30 passenger	10	\$69,636.00	\$ 696,360.00

(See pages 69)

B. Audit Report

ACTION BY THE BOARD:

Motion was made by Debbie Kulick to accept the independent financial audit report by Maillie, LLP for the Fiscal Year ending June 30, 2016 as presented at this meeting, in accordance with the recommendation of the Finance Committee. Motion was seconded by Judy Summers and carried unanimously, 9-0.

(See pages 70-152)

C. Senior Citizen Tax Rebate

ACTION BY THE BOARD:

Motion was made by Judy Summers to adopt the Revised Resolution concerning the Senior Citizen Tax Rebate to amend the procedures for obtaining the rebate. Motion was seconded by Ronald Bradley and carried unanimously, 9-0.

(See pages 153-161)

D. Seeking Bids

ACTION BY THE BOARD:

Motion was made by Ronald Bradley to approve seeking bids for Athletic, Custodial, Medical, and Tech Ed supplies for the 2017-18 fiscal year, in accordance with the recommendation of the Finance Committee. Motion was seconded by Debbie Kulick and carried unanimously, 9-0.

E. D'Huy Engineering - Masonry Investigation Project

ACTION BY THE BOARD:

Motion was made by Ronald Bradley to approve invoice #45395 from D'Huy Engineering for services rendered as part of the J. T. Lambert Masonry Investigation project, in accordance with the recommendations of the Property & Facilities and Finance Committees. Motion was seconded by Wayne Rohner and carried unanimously, 9-0.

(See page 162)

F. Pay Application #1 – Final - Indoor Air Technologies

ACTION BY THE BOARD:

Motion was made by Wayne Rohner to approve Pay Application #1 – Final from Indoor Air Technologies in the amount of \$118,000 for the Middle Smithfield Elementary School Attic Abatement project, in accordance with the recommendations of the Property & Facilities and Finance Committees. Motion was seconded by Ronald Bradley and carried unanimously, 9-0.

(See pages 163-164)

G. The Gilbertson Group

ACTION BY THE BOARD:

Motion was made by Wayne Rohner to accept the proposals submitted by The Gilbertson Group for access control upgrades to Resica Elementary School in the amount of \$11,147.00 and for Bushkill Elementary School in the amount of \$9,569.00, in accordance with the recommendations of the Property & Facilities and Finance Committees. Motion was seconded by Ronald Bradley and passed 8-1. Robert Gress voted no.

(See pages 165-167)

H. D'Huy Engineering – Bid Specs

ACTION BY THE BOARD:

Motion was made by Ronald Bradley to approve the proposal submitted by D'Huy Engineering in the amount of \$72,000 for the preparation of bid specs and construction management for the masonry repairs at Lehman and J. T. Lambert Intermediate Schools, in accordance with the recommendations of the Property & Facilities and Finance Committees. Motion was seconded by Wayne Rohner and carried unanimously, 9-0.

(See pages 168-171)

I. Storage Containers/Trailer

ACTION BY THE BOARD:

Motion was made by Robert Cooke to approve the disposal of District storage containers and the emergency management trailer, in accordance with the recommendations of the Property & Facilities and Finance Committees. Motion was seconded by Wayne Rohner and carried unanimously, 9-0.

J. Thomas L. Kelly/ Kelly, Grimes, Pietrangelo & Vakil P.C.

ACTION BY THE BOARD:

Motion was made by Judy Summers to approve the agreement with Thomas L. Kelly and Kelly, Grimes, Pietrangelo & Vakil, P.C. for legal representation in the civil action docketed to Monroe County No. 8291 CV 2016 at a rate not to exceed \$200 per hour and \$100 per hour for travel time. Motion was seconded by Debbie Kulick and carried unanimously, 9-0.

(See pages 172-174)

K. Request for Abatement of Real Estate Taxes

ACTION BY THE BOARD:

Motion was made by Ronald Bradley to exonerate all currently outstanding real property taxes on tax parcel #05-4/1/7/8 pursuant to the authority granted by 72 P.S. § 5511.37, but solely on the condition that the property is acquired by the East Stroudsburg Borough, and that the School District receive its pro-rata share of the proceeds realized by the Borough from the eventual sale of the property. Pro-rata shares between the Borough and the School District shall be determined by accounting for the sum of outstanding taxes at the time of sale by the Borough and any demolition costs incurred by the Borough at the property. No other fees, costs or expenses shall be included in determining the pro-rata shares. Motion was seconded by Debbie Kulick and carried unanimously, 9-0.

(See pages 175-176)

L. Use of Facilities

1.

ACTION BY THE BOARD:

Motion was made by Judy Summers to approve the requests for use of facilities as listed for Class 1 School-Related activities (no facility fees/personnel fees will be incurred as per Policy #707). Motion was seconded by Lisa VanWhy and carried unanimously, 9-0.

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

BUILDING	ORGANIZATION	EVENT	DATE TO/FROM	FACILITY FEES	PERSONNEL FEES
Bushkill	Bushkill Youth Association	Basketball/ Baseball Practice	1/1/17-1/31/17 (Mondays, Tuesdays, Wednesdays)	No	No
ESE	FC Pocono	Soccer Practice	1/4/17-1/31/17 (Wednesdays)	No	No
HS South/ HS North	East Stroudsburg Little League	Softball clinic	1/3/17-1/31/17 (see attached)	No	No
JMH	FC Pocono	Soccer Practice	1/2/17-1/31/17 (Mondays, Tuesdays, Wednesdays)	No	No
JTL	FC Pocono	Soccer Practice	1/5/17-1/31/17 (Thursdays)	No	No
Lehman	Bushkill Youth Association	Soccer, Baseball/ Basketball Practice	1/1/17-1/31/17 (Mondays, Tuesdays, Wednesdays, Fridays)	No	No
M. Smithfield	2 Out Rally Baseball Club	Baseball Practice	1/1/17-1/31/17 (Tuesday, Fridays)	No	No
M. Smithfield	FC Pocono	Soccer Practice	1/2/17-1/31/17 (Mondays)	No	No
Resica	Cub Scouts	Pack Meetings	1/9/17 (Monday)	No	No
Resica	FC Pocono	Soccer Practice	1/3/17-1/31/17 (Mondays, Thursdays)	No	No
Smithfield	FC Pocono	Soccer Practice	1/3/17-1/31/17 (Mondays, Tuesdays, Thursdays)	No	No

(See pages 177-188)

2.

ACTION BY THE BOARD:

Motion was made by Robert Gress to approve the request for use of facilities as listed for Class 1 School-Related activities (no facility fees will be incurred as per Policy #707). ESYA is requesting a waiver of personnel fees for their Sunday Wrestling Match. Motion was seconded by Robert Huffman and carried unanimously, 9-0.

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

BUILDING	ORGANIZATION	EVENT	DATE TO/FROM	FACILITY FEES	PERSONNEL FEES
HS South	ESYA	Wrestling Match	1/29/17 (Sunday)	No	No (Approx. \$360)

(See page 189)

3.

ACTION BY THE BOARD:

Motion was made by Lisa VanWhy to approve the request for use of facilities as listed for Class 1 School-Related activities (no facility fees will be incurred as per Policy #707). JR Timberwolves Wrestling is requesting a waiver of personnel fees for their Saturday Wrestling Meet. Motion was seconded by Wayne Rohner and carried unanimously, 9-0.

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

BUILDING	ORGANIZATION	EVENT	DATE TO/FROM	FACILITY FEES	PERSONNEL FEES
Lehman	JR Timberwolves Wrestling	Wrestling Meet	1/7/17	No	No (Approx. \$35)

(See page 190)

4.

ACTION BY THE BOARD:

Motion was made by Ronald Bradley to approve the request for use of facilities as listed for Class 1 School-Related activities (no facility fees will be incurred as per Policy #707). Pocono Family YMCA is requesting a waiver of personnel fees for their Saturday Basketball League. Motion was seconded by Debbie Kulick and carried unanimously, 9-0.

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

BUILDING	ORGANIZATION	EVENT	DATE TO/FROM	FACILITY FEES	PERSONNEL FEES
ESE	Pocono Family YMCA	Basketball League Practice	1/14/17-1/31/17 (Saturdays)	No	No (Approx. \$315)

(See page 191)

5.

ACTION BY THE BOARD:

Motion was made by Robert Gress to approve the request for use of facilities as listed for Class 1 Non-School Related Use of Facilities. Ray Nunamaker Memorial JV Classic is requesting a waiver of Saturday facilities fees for their JV Wrestling Tournament toward qualifications for Regionals. Motion was seconded by Debbie Kulick and carried unanimously, 8-0. (Ronald Bradley was absent from the meeting room).

CLASS 3 – NON-SCHOOL RELATED USE OF FACILITIES

BUILDING	ORGANIZATION	EVENT	DATE TO/FROM	FACILITY FEES	PERSONNEL FEES
HS South	Ray Nunamaker Memorial JV Classic/JV Wrestling Team	Wrestling Tournament	2/16/17-2/18/17 (Thursday noon-6pm, Friday 7am-6pm, Saturday 7am-6pm)	No	No (Approx. \$105)

(See page 192)

M. Budget Transfers, Payment of Bills and Treasurer’s Report

ACTION BY THE BOARD:

Motion was made by Robert Cooke to approve the Budget Transfers, Payment of Bills and Treasurer’s Report listed in this agenda for 2016-2017 fiscal years, 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 Debbie Kulick and carried unanimously, 8-0. (Ronald Bradley was absent from the meeting room).

1. Budget Transfers - (See pages 193-229)
2. Payment of Bills - (See pages 230-240)
3. Treasurer’s Report - (See pages 241-247)

**EAST STROUDSBURG AREA SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING – December 19, 2016**

Carl T. Secor Administration Center – Board Room

7:00 P.M.

ADDENDUM A

XIX. FISCAL ITEMS

N. IU Joint Fuel Bids

ACTION BY THE BOARD:

Motion was made by Wayne Rohner to confirm the award of bids by the IU Joint Purchasing Board for #2 Fuel Oil, 5% Bio-diesel, and additives, and Off-road diesel effective July 1, 2017 for a period of one year per the fixed price bids received for the East Stroudsburg Area School District’s requirements. Motion was seconded by Lisa VanWhy and carried unanimously, 8-0. (Ronald Bradley was absent from the meeting room).

(See page 2)

**EAST STROUDSBURG AREA SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING – December 19, 2016**

Carl T. Secor Administration Center – Board Room

7:00 P.M.

ADDENDUM B

XI. PERSONNEL ITEMS

B. Support Staff

ACTION BY THE BOARD:

Motion was made by Robert Cooke to approve the retirements for 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 Debbie Kulick and carried unanimously, 8-0. (Ronald Bradley was absent from the meeting room).

2. Retirements

Name	Position Held
d. Biddulph, Arlene	Paraprofessional (Library) – Bushkill, Resica & Smithfield Elementary Effective Date: December 30, 2016

(See pages 2)

XX. ANNOUNCEMENTS/INFORMATION

Mr. Summers wished everyone a Happy Holidays!

ACTION BY THE BOARD:

Motion was made by Debbie Kulick to adjourn. Motion was seconded by Lisa VanWhy and carried unanimously, 8-0. (Ronald Bradley was absent from the meeting room).

XXI. ADJOURNMENT: 8:51 P.M.

Respectfully submitted,

Patricia L. Rosado
Board Secretary