

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
BOARD OF EDUCATION  
FINANCE COMMITTEE MEETING**

**December 14, 2017**

**Carl T. Secor Administration Building – Board Conference Room**

**5:30 P.M.**

**Minutes**

- I. The Chairman, Lisa VanWhy, called the Finance Committee meeting to order at 5:31 p.m. and led those present in the Pledge of Allegiance. Secretary, Patricia Rosado called the roll.
- II. **Board Committee members present were:** George Andrews, Larry Dymond, Rich Schlameuss and Lisa VanWhy.
- III. **School Personnel Present:** Jeff Bader, Fred Mill, William Riker and Patricia Rosado.
- IV. **Community Members Present:** None
- V. **APPROVAL OF AGENDA AND MINUTES**

Motion was made by Rich Schlameuss to approve the agenda for December 14, 2017 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 Larry Dymond and carried unanimously, 4-0.

Motion was made by Larry Dymond to approve the minutes of the November 13, 2017 meeting. Motion was seconded by George Andrews and carried unanimously, 4-0.

**VI. ITEMS FOR DISCUSSION:**

- a. Time & Attendance System –
  - i. Frontline Proposal

Mr. Bader explained that he and Mr. McIntyre met with the previous Finance Committee in November and discussed moving to Frontline's time and attendance system due to its ability to integrate with the District's payroll system and its lower cost than the current Kronos system. The Committee asked them to have several users see how the new system would work and to get their feedback. Mr. Bader and Mr. McIntyre arranged a demo with a group of support staff including Payroll Secretaries and Support Staff Union leadership. They all came away very impressed and felt that the Frontline system would save both time and money.

The Frontline proposal has a one-time setup fee of \$7,000 and an annual fee of \$19,800, which is a savings over the current annual Kronos cost of about \$36,000.

ii. Touchpoint Proposal

Mr. Bader explained that the proposal from Touchpoint is for the time keeping devices that will work with the Frontline time and attendance system. The current clocks are proprietary to the Kronos system and cannot be used with Frontline. The upfront cost is \$45,970 with an annual cost of \$2,800 for the annual software license. The clocks are equipped for biometric scanning, which is what we currently have.

b. BerkOne Act 80 Proposal

Mr. Bader said every year school districts are required to verify addresses of those reporting that they reside in the East Stroudsburg Area School District on their state income taxes. If someone is not in our district, we need to verify where they belong and send the information to the correct school district. The district has been contracting with BerkOne to do this for us and the district would like BerkOne to do the same again this year. Mr. Bader clarified that we would like to purchase Bundle B which is for the basic service including one (1) PDF copy of each report and one (1) CD or flash drive containing flat file of records processed for \$715.00. This fee is less expensive for them to provide the service than if the district were to do it.

c. Food Service Copier Proposal

Mr. Bader said when the Athletic Department reorganized, they took their copier with them. Now the Food Services Department needs a copier. The district spoke to Fraser, who handles all of our copiers, and they have a refurbish machine which is the same model as the Athletic Department's copier and has the same level of capabilities at a cost of \$95.00. This copier will align with the current lease for all copiers which has 1 1/2 years left. Mrs. VanWhy asked once the lease is up, will one more copier be added to the list of copiers. Mr. Bader said yes it will. Mr. Schlameuss asked if it would be cheaper to own the machine. Mr. Bader said it is more cost effective to lease copier equipment because of the useful life and depreciation.

d. Sapphire Medical Access Proposal

Mr. Bader said that currently when a nurse sees a student to administer medication, they have to enter the information into a log in Sapphire, the District's student information system, and in EasyTrac, for Medical Access billing. Matt Krauss, ACCESS Coordinator, reached out to Sapphire to see if there is a way to simplify this process. Sapphire said they can build a system for \$550. This would avoid duplication. Mr. Schlameuss said \$550 sounds reasonable.

e. Munis FICA/Medicare Utility –

i. Tyler Munis Agreement Amendment

ii. Tyler Munis Utility Proposal

Mr. Bader said when the district changed the financial system and the data was brought over from the old system, FICA and Medicare information came across incorrectly and needs to be corrected in order for us to generate correct W-2 statements. Munis is able to extract the data for us at a cost of \$7,000. The District's contract with Munis included items that the district was able to handle in-house. The savings on the original contract is \$20,295, so even with the \$7,000 to fix the deduction data, there is still a net savings to the District of \$13,295. There are two separate agreements, one to reduce the contract by \$20,295 and the other for Munis to do the data correction for \$7,000

f. Act 1 Resolution

Mr. Bader explained that under Act 1 school districts may pass a resolution that they will not seek exceptions to increase taxes above the Index, which for the East Stroudsburg Area School District is 3.3% for 2018-19. Approving the resolution does not mean that a district cannot raise taxes, just that they cannot go above the Index. For the last 6 years, the Board has not raised taxes at all, let alone gone above the Index and has passed the resolution. At last month's Finance Committee it was suggested that Mr. Bader present the resolution this month because the Board will need to approve the resolution no later than January 25<sup>th</sup>.

g. Property & Facilities Items

i. JTL/LIS Masonry – D'Huy Engineering Invoice #46827- \$13,378.55

Mr. Bader said this invoice is for D'Huy Engineering's completed work on the JTL/LIS Masonry Project. Final punch list items need to be wrapped up. Mr. Schlameuss asked if D'Huy is the engineering firm and, therefore, does not do the actual work. Mr. Andrews said they oversee the work. Mr. Bader said that D'Huy is the District's engineering firm and that they developed the bid specs and are doing the construction management for the project. Mrs. VanWhy said that the additional work was added to the contract in the amount of \$21,000. Mr. Dymond said that the total cost of the contract is about \$100,000. Mr. Bader said the original amount was \$72,000 and then \$21,000 was added for the additional work.

ii. LIS Metal Panel Repair – D'Huy Engineering Invoice #46826 - \$350.00

iii. LIS Metal Panel Repair – C&D Waterproofing Invoice #4408 - \$9,975.00

Mr. Bader said the panel work at Lehman Intermediate was at the stair tower. The section of the panel was pulling out. D'Huy Engineering had someone come to inspect to see what needed to be prepared. C & D Waterproofing did the repair. The D'Huy invoice includes other work that is being paid by the Facilities Department. The only portion that goes to the Capital Project is \$350.00.

h. IU Fuel Bids

Mr. Bader explained that the District bids its fuel through the IU Joint Purchasing Board to get better pricing. Specifically, we bid bio-diesel, #2 fuel oil, and off-road diesel, which is for the emergency generators. Mr. Bader provided a list of the awarded bidders and the pricing for 2018-19 in comparison to the pricing for this year. He noted that prices are higher for next year. Mr. Schlameuss asked how much diesel we anticipate using in 2018. Mr. Bader said that he did not have the exact quantities with him, but our diesel usage will be significantly lower as we continue the conversion of our bus fleet to propane. Mr. Schlameuss asked if bidding was done for propane. Mr. Bader said that the bid for the propane fueling stations included a three-year contract for the propane fuel. Mr. Schlameuss asked if the district owns the station and tanks. Mr. Bader said that we do. Mr. Schlameuss asked if the district can go with any vendor at the end of the three years. Mr. Bader said yes. Mr. Bader explained that the IU award bids and the Board affirms the IU Bids. Mr. Schlameuss said the district does not pay taxes because we are a municipality. Mr. Bader said he is correct.

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

**None**

Mr. Dymond asked if there is warranty for the equipment that the district is purchasing. Mr. Bader said that the time clocks have a three-year warranty. Mr. Dymond asked where are warranties kept. Mr. Bader said each department/school keeps their own. Mr. Dymond asked if there is any inventory and asset control. Mr. Bader said the district does maintain an asset control system. Various locations are checked to see if equipment still exists. Mr. Dymond asked if a physical inventory is done. Mr. Bader said that as new items are purchased or older assets are disposed of, the changes are made in the system, however, a complete physical inventory has not been done for some time. It is a very expensive process to have a firm come in and do a full inventory and valuation, but it may be time for the District to consider doing so. Mr. Schlameuss asked if items are checked to see if they need to be replaced. Mr. Bader said that each department is responsible for developing for evaluating and developing a replacement cycle for its own equipment. Building systems are included as part of the Capital Plan.

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

1.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by George Andrews to recommend that the Board consider for approval the Frontline Proposal and Touchpoint Proposal. Motion was seconded by Rich Schlameuss and carried unanimously, 4-0.

2.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by George Andrews to recommend that the Board consider for approval the BerkOne Act 80 Proposal. Motion was seconded by Rich Schlameuss and carried unanimously, 4-0.

3.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by Rich Schlameuss to recommend that the Board consider for approval the Food Service Copier Proposal. Motion was seconded by George Andrews and carried unanimously, 4-0.

4.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by Rich Schlameuss to recommend that the Board consider for approval the Sapphire Medical Access Proposal. Motion was seconded by Larry Dymond and carried unanimously, 4-0.

5.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by George Andrews to recommend that the Board consider for approval the Tyler Munis Agreement Amendment and Tyler Munis Utility Proposal. Motion was seconded by Larry Dymond and carried unanimously, 4-0.

6.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by Rich Schlameuss to recommend that the Board consider for approval the Act 1 Resolution. Motion was seconded by George Andrews and carried unanimously, 4-0.

7.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by George Andrews to recommend that the Board consider for approval the following Property/Facilities Committee items. Motion was seconded by Rich Schlameuss and carried unanimously, 4-0.

- i. JTL/LIS Masonry – D’Huy Engineering Invoice #46827- \$13,378.55
- ii. LIS Metal Panel Repair – D’Huy Engineering Invoice #46826 - \$350.00
- iii. LIS Metal Panel Repair – C&D Waterproofing Invoice #4408 - \$9,975.00

8.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by Rich Schlameuss to recommend that the Board consider for approval the IU Fuel Bids. Motion was seconded by Larry Dymond and carried unanimously, 4-0.

**IX. NEXT MEETING – Proposed Meeting Dates**

Discussion was held about meeting dates and times. The Committee members agreed as follows:

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by Larry Dymond to approve the following meeting dates and times. Motion was seconded by Rich Schlameuss and carried unanimously, 4-0.

January	9,	2018	--	3:45 PM – Carl T. Secor Administration Center – Board Room
February	12,	2018	--	5:30 PM – Carl T. Secor Administration Center – Board Room
March	12,	2018	--	5:30 PM – Carl T. Secor Administration Center – Board Room
April	9,	2018	--	5:30 PM – Carl T. Secor Administration Center – Board Room
May	14,	2018	--	5:30 PM – Carl T. Secor Administration Center – Board Room
June	11,	2018	--	5:30 PM – Carl T. Secor Administration Center – Board Room
July	10,	2018	--	3:45 PM – Carl T. Secor Administration Center – Board Room
August	13,	2018	--	5:30 PM – Carl T. Secor Administration Center – Board Room
September	11,	2018	--	3:45 PM – Carl T. Secor Administration Center – Board Room

October 08, 2018 -- 5:30 PM – Carl T. Secor Administration Center – Board Room  
November 12, 2018 -- 5:30 PM – Carl T. Secor Administration Center – Board Room

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by Rich Schlameuss to adjourn. Motion was seconded by George Andrews and carried unanimously, 4-0.

X. **ADJOURNMENT: 6:32 p.m.**

Respectfully submitted,

Patricia L. Rosado  
Board Secretary