

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

**April 4, 2018**

**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 5:30 p.m. and led those present in the Pledge of Allegiance. Secretary, Patricia Rosado called the roll.

II. **Board Committee members Present:** George Andrews, Larry Dymond, Rich Schlameuss (via phone) and Lisa VanWhy.

**School Personnel Present:** Jeff Bader, Tom McIntyre, Fred Mill, Daryle Miller, Ryan Moran, William Riker, Patricia Rosado and Bob Sutjak.

**Community Members Present:** Robert Gress, Joe Hogan and Chuck Leonard

III. **APPROVAL OF AGENDA AND MINUTES**

Motion was made by George Andrews to approve the agenda for April 4, 2018 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 George Andrews to approve the minutes of the March 12, 2018 meeting. Motion was seconded by Larry Dymond and carried unanimously, 4-0.

IV. **ITEMS FOR DISCUSSION:**

a. 2018 Instructional Device Replacement Plan

Mr. Moran discussed the digital transformation for the high school level. K-2 currently share Chromebooks. Students in Grades 3-5 have their own device. Grades 6-8 take their devices to all classes and return them at the end of the day. High school students share the devices that are stored on carts or the students have to go to a lab. Mrs. Piperato said 1 to 1 is better educationally and students gain instructional time. Textbooks cost more than Chromebooks, reduce number of labs, and will bring programs back into the district (i.e. IU 20 programs). Next month they will like to discuss students taking Chromebooks home.

b. Transportation/Grounds Service Truck

Mr. Sutjak said he would like to purchase a new pickup truck for the grounds staff. This truck services 122 buses and drivers. It transports parts are needed and assists when there is an accident or if they break down. It will also be used to move the lawnmower and supplies. The price they received is Costars Pricing and the lowest vendor is Reagle for a Dodge 2500 at a total \$35,483, which includes a plow.

- c. Grounds Summer Rate  
Mr. Sutjak said he is requesting that the summer rate be increased to \$14/hr. from the \$8/hr. and \$10/hr. that the district currently offers. This will help attract more employees to assist the current employees with the tasks that need to be done over the summer.
- d. Summer Police Assignments  
Chief Mill said he recently reduced his 12-month police officers from 6 to 3, which renders a cost savings to the district. He requested summer hours for his officers to cover summer programs and vacation schedules.
- e. IU Paper & Janitorial Bid Results  
Mr. Bader explained that the Board will need to affirm the paper and janitorial bid results, which were awarded by the IU.
- f. 2018-19 Budget Update  
Mr. Bader said in his first budget update, some items were not available like they are for his second budget presentation. After adjustments were made to the revenues and expenditures, the total deficit is (\$3,426,248) in Draft 2 compared to \$217,037 surplus in Draft 1, which did not include the grant funded program expenditures.
- g. Payment of Bills  
Mr. Bader said he gave the Board members a 55-page report of all invoices that were paid from 2/17/18 to 3/27/18. The district has a legal obligation to pay for products that were received. The Board can decide if they want the checks to be printed but not distributed until the invoices are approved by the Board.
- h. Board Treasurer's Report  
Mr. Bader said that he can generate a year to actual breakdown of the budget but currently it is about 109 pages. Mr. McIntyre said he can continue to work on getting a summary of the budget.
- i. Property & Facilities Items
  - i. JM Hill Concrete – D'Huy Engineering Proposal for bid specs - \$8,650.00  
Mr. Bader said that the Property & Facilities Committee approved this invoice at their March meeting but it was not forwarded to the Finance Committee until today's meeting.
  - ii. Resica Water Cooler Proposal – Nestle - \$115.72/mo  
Mr. Bader said that Resica Elementary would like to get ten Water Coolers from Ready Refresh by Nestle who were the lowest quote.
  - iii. HSS Stage Floor Replacement – Request to Bid  
Mr. Bader said that the Property/Facilities Committee recommended that the Board approve the advertising for bids for the H.S.S. stage floor replacement.
  - iv. JTL Stage Floor Replacement – J. R Flooring - \$14,974.50  
Mr. Bader said that the Property/Facilities Committee recommended that the J. T. Lambert floor be done by J.R. Flooring since they submitted the lowest quote. Discussion was held by the Committee Members and they prefer to seek bids for H.S. South and J. T. Lambert Intermediate School floors.

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

- A. Mr. Robert Gress said that specs should be written on the projects so they can be bid out. The district needs Purchasing Director. All items need to be handled appropriately.
- B. Mr. Chuck Leonard asked if the Board members had any questions on the TIF Proposal that was submitted to the district. Currently, the Chief Financial Officer has the proposal.

VI. **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 following items. Motion was seconded by Rich Schlameuss and carried unanimously, 4-0.

- a. Seeking bids for the 2018 Instructional Device Replacement Plan.
- b. Raising the pay rate for Summer Grounds workers to \$14.00/hour.
- c. The award of bids by the IU Joint Purchasing Board for paper and custodial supplies effective July 1, 2018 for a period of one year in the estimated quantities and unit prices as presented.
- d. The proposal from D’Huy Engineering in the amount of \$8,650.00 to prepare bid specifications and construction management services for the JM Hill Concrete project.
- e. The proposal from Ready Fresh by Nestle in the amount of \$115.72 per month for ten water coolers at Resica Elementary.
- f. Seeking bids for the replacement of the stage floors at High School South and JT Lambert Intermediate schools.

2.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by George Andrews to recommend that the Board consider for approval the purchase of a Ram 2500 pickup truck with snow plow from Reagle Dodge in the amount of \$35,483.00. Motion was seconded by Lisa VanWhy and passed 3-1. Larry Dymond voted no.

VII. **NEXT MEETING – May 14, 2018 at 3:00 pm**

**RECOMMENDATION BY THE COMMITTEE:**

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

VIII. **ADJOURNMENT: 7:11 P.M.**

Respectfully submitted,  
Patricia L. Rosado,  
Board Secretary