

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
BOARD OF EDUCATION  
FINANCE COMMITTEE MEETING  
September 11, 2018  
Carl T. Secor Administration Building – Board Conference Room  
3:45 P.M.  
Minutes**

- I. The Chairman, Lisa VanWhy, called the Finance Committee meeting to order at 3:48 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 (left at 4:45 p.m.) and Lisa VanWhy.  
  
**School Personnel Present:** Brian Baddick, Brian Borosh, Eric Forsyth Fred Mill, Ryan Moran, William Riker and Patricia Rosado.
- III. **Community Members Present:** None
- IV. **APPROVAL OF AGENDA AND MINUTES**

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by George Andrews to approve the agenda for September 11, 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 Rich Schlameuss and carried unanimously, 4-0.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by Rich Schlameuss to approve the minutes of the August 13, 2018 meeting. Motion was seconded by George Andrews and carried unanimously, 4-0.

- a. 2018/2019 IU 20 Special Ed Contract  
Mr. Tom McIntyre said that the 2018/19 SY Special Education Contract from the IU 20 in the estimated amount of four million dollars needs to be approved. These costs are in addition to the normal budget that is presented by the IU 20. Mr. Brian Baddick said that he is working on placing some services back into the district. The district provides the majority of the Learning Support. The IU 20 handles the Life Skills Supports. Mr. Baddick will bring information back to the Board regarding the programs that are needed for about 1,000 district students. The district pays for Occupational and Physical therapy. Transportation also needs to be reviewed.
- b. 2018/2019 IU 20 Regular Ed Transportation Contract  
Mr. Tom McIntyre said that the district has scaled back on transportation costs by not using the IU 20 transportation services. There are times that the district does not have a driver to transport a student; therefore, the Alternative and Regular Ed Transportation Contract comes into effect at a cost of \$2.72 per mile for each student that is transported. The IU 20 will bill based on the cost/mile. A run may be for a time period. Transporting the students with the IU 20 is more expensive. The district drivers and buses are used when available.

c. 2018/2019 IU 20 IDEA Pass Thru Agreement

Mr. Tom McIntyre said the IDEA agreement is needed in order to give permission to the IU20 to manage the grant for the district. The IDEA allocation from PDE to the school district is about one million dollars.

d. 3 Tiered Busing Study Proposals

Mr. Eric Forsyth presented two proposals that will save the district funds on the transportation scheduling. The results will be to have a smaller fleet to go out three times a day and employ them for 8 hours as opposed to 6-7 hours. The company will come in and review the bell schedule, attendance boundary, etc. The district received two proposals. One from Transfinder who will do the work in the amount of \$6,000 and PASBO who will perform the work for \$10,000. The district will make the fee back when they save on the number of buses that they will not need to use. After the company reviews all details, they will bring back their finding to the Board either in November or December. The change will take place during the 2019/2020 school year. Mr. Forsyth recommends that Transfinder perform the work since the district already has this program. Transfinder can access the data that is available in order for them to perform the work that is needed in order for them to recommend runs, times, etc. The Committee had concerns with routing issues that have occurred with Transfinder. This may bring constraints on how to reassign the routes.

e. Property & Facilities Items

i. Recommend Brian Borosh to create bid specifications for Security Camera System Upgrades

Mr. McIntyre said that the Property/Facilities Committee asked Mr. Borosh to go out to bid for cameras. Mr. Borosh will go out to bids for the equipment and electrical work, too. The cameras for North and Smithfield Elementary have been installed. Now about \$350 cameras are needed for three schools. Mr. Borosh will report back with camera pricing to the Committee in October and information regarding installation in November.

ii. Recommend to contract with D'Huy Engineering to provide bid specifications for Resica Elementary Roof, Gutter(s), and Downspout(s) replacement.

Mr. McIntyre said that, if approved by the Board, bid specifications for Resica Elementary's aforementioned issues will be provided by D'Huy Engineering.

iii. Miller Flooring – Lehman Gym Floor Repair Proposal Option 1 \$64,880.00

Mr. McIntyre said that the Lehman Gym floor repair will be paid through an insurance claim.

iv. Resica Pod Building wall demo and construction for Sensory Room

1. Build All Construction Proposal - \$5,392.00

Mr. McIntyre said that the Property/Facilities Committee chose Build All Construction as the lowest responsible proposal to work on the pod building wall demo and construction for a sensory room.

v. Jersey Infrared Consultants – Lehman/High School North Roof Survey Payment of invoice \$5,556.85

Mr. McIntyre said that the Committee motioned for Jersey Infrared Consultants to be paid for the infrared roof moisture survey that was done on High School North.

vi. D'Huy Engineering – JM Hill Concrete Replacement Payment of Invoices

1. \$1,730.00
2. \$ 432.50

Mr. McIntyre said the above two invoices are the final payments that need to be made for the J.M. Hill concrete replacement.

vii. Trane 5-Year Service Agreement – Year 3 – Invoices for all 10 schools

1. Middle Smithfield – \$3,207.00
2. Smithfield - \$3,207.00
3. East Stroudsburg - \$4,074.00
4. Bushkill - \$4,276.00
5. J.M. Hill - \$6,179.00
6. Resica - \$5,335.00
7. J.T. Lambert – 9,686.00
8. Lehman/High School North - \$14,344.00
9. High School South - \$7,739.00

Mr. McIntyre said that the Trane agreements are for maintenance inspection that is performed in each building. The district began a five-year agreement in 2016 and this is the third payment of five. The Finance Committee asked that the district provide them with a list of the services they are performing with reference to this contract.

f. Purchase of 2019 Ford Police Interceptor

Mr. Fred Mill presented three quotes for the purchase of a 2019 Ford Police Interceptor Utility. The lowest responsible quote was from New Holland Ford in the amount of \$36,998.00. He said he needs to lock-in this amount before November because at that time, the 2019 will no longer be available and the 2020 model will cost about \$4,000 more. This 2019 truck will replace the 2006 vehicle his department currently has. He has the funds in his budget. This will be an unmarked grayish truck. The district has three marked and three unmarked trucks. The reason for the unmarked cars is that sometimes his officers have to transport families.

g. Budget Review – 1000 Function

Mr. Tom McIntyre began his first discussion on the budget. The 1000 code is for Instruction. Related costs include instructional expenditures for salaries, contracted services, travel expenses, equipment rental, supplies, books, maintenance cost directly attributable to instructional equipment and other expense such as sabbatical leave. The 1000 function series is broken down into several sub categories as directed by PDE. They are as follows:

1100 – Regular Programs total about \$56,412,000.00, which include payroll and benefits for regular education.

1200 – Special Education Programs total about 24 million dollars.

1300 – Vocational Programs within the district total about 2.7 million dollars.

1400 – Other Instructional Programs total about 1.5 million dollars

1500 – Nonpublic School Programs total about \$39,000 (sometime include tuition, IU or charter schools but not payroll or benefits)

1800 – Pre-Kindergarten Programs total about \$4,600 (does not include payroll or benefits)

Dr. Riker said he invited the entire Board to come and see this budget presentation. The district plans to invite Department Heads and Department's Directors to come and speak about their budget. Each month the Finance Committee will be discussing the budget.

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

The Finance Committee discussed the Smithfield TIF plan now that it was approved by Smithfield Township. Further discussion will be held since the Board needs to determine if they want to change anything on the plan or if they wish to pull out of it. No action was taken at last month's meeting; therefore, a decision will need to be made.

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

**RECOMMENDATION BY THE COMMITTEE:**

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

- a. 2018/2019 IU 20 Special Ed Contract
- b. 2018/2019 IU 20 Regular Ed Transportation Contract
- c. 2018/2018 IU 20 IDEA Pass Thru Agreement
- d. The proposal from Transfinder in the amount of \$6,000.00 for consulting services to provide analysis on the district's current bus routes.
- e. Property & Facilities Items
  - i. To go out to bid for Security Camera System at the North Campus
  - ii. A proposal from D'Huy Engineering to provide bid specifications for Resica Elementary Roof, Gutters, and Downspouts replacement.
  - iii. The proposal from Miller Flooring in the amount of \$64,880.00.00 for the repair of the Lehman Gym Floor
  - iv. The proposal from Build All Construction in the amount of \$5,392.00 for wall demo and construction for Sensory Room at Resica Pod.
  - v. The payment of invoice #00018124 from Jersey Infrared Consultants in the amount of \$5,556.85 for the Lehman/High School North Roof Survey.
  - vi. The payment of invoice #47602 from D'Huy Engineering in the amount of \$1,730.00 for the JM Hill Concrete Replacement Project.
  - vii. The payment of invoice #48016 from D'Huy Engineering in the amount of \$432.50 for the JM Hill Concrete Replacement Project.
  - viii. The payment of invoices from Trane in the total amount of \$58,047.00 for Schedule Maintenance and Inspections at Middle Smithfield, Smithfield, East Stroudsburg, Bushkill, JM Hill, JT Lambert, Lehman/High School North and High School South.
- f. The proposal from New Holland Ford in the amount of \$36,998.00 for the purchase of a 2019 Ford Police Interceptor.

VII. **NEXT MEETING** – October 8, 2018 at 5:30 pm

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by George Andrews to adjourn. Motion was seconded by Larry Dymond and carried unanimously, 3-0.

VIII. **ADJOURNMENT 4:58 P.M.**

Respectfully submitted,

Patricia L. Rosado  
Board Secretary