

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
BOARD OF EDUCATION  
GENERAL PURPOSE MEETING**

**May 7, 2019 – 6:00 P.M.**

**Carl T. Secor Administration Building**

**Minutes**

- I. **President** Lisa VanWhy called the meeting to order at 6:11 p.m. and led those present in the Pledge of Allegiance.  
**Board Secretary**, Patricia Rosado called the roll.
- II. **Board Members present:** George Andrews, Larry Dymond, Jason Gullstrand, Robert Huffman (left at 9:23 p.m.), Keith Karkut, Debbie Kulick, Wayne Rohner, Richard Schlameuss and Lisa VanWhy.
- III. **School personnel present:** Michelle Arnold, Brian Baddick, Curtis Beam, Steve Booth, Brian Borosh, Susan Eden, Scott Ihle, Ray Lenhart, Tom McIntyre, Fred Mill, William Riker, Patricia Rosado, Bob Sutjak, Bill Vitulli and Steve Zall. Christopher Brown, Solicitor.
- IV. **Community members present:** Jihan Colletta, Keith Dougherty, Robert Eden, Maria Hopkins, Kenami Husbands and Jacob Morris.
- V. **ANNOUNCEMENT OF EXECUTIVE SESSION(S)**
  - a. An Executive Session was held this evening before this meeting at 5:00 p.m. for the purpose of discussing personnel, litigation and negotiations.
- VI. **APPROVAL OF AGENDA AND MINUTES**

**ACTION BY THE BOARD:**

Motion was made by Keith Karkut to approve the agenda for May 7, 2019, 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 Debbie Kulick.

Motion was made by Debbie Kulick to add to the following items for discussion. Motion was seconded by Larry Dymond and carried unanimously, 9-0.

Motion including additions on the agenda was carried unanimously, 9-0.

1. Mold Remediation Update
2. Smithfield Elementary Leaking Ceiling
3. J. T. Lambert Proposals for Auditorium
4. LED Lighting
5. Middle Smithfield Elementary Labor and Industry Letter
6. J. T. Lambert, H.S. North and South Stage Floors

7. ESASD Sprinkler System and Sprinkler System in Computer Communications Room
8. H.S. North Wrestling Room
9. Playground Status
10. Resica Elementary and Middle Smithfield Elementary Water System
11. H.S. North Generator
12. Air Quality
13. ESS
14. TIF

**ACTION BY THE BOARD:**

Motion was made by Richard Schlameuss to approve the minutes from the April 4, 2019, Property/Facilities Committee meeting and the April 8, 2019, Finance Committee meeting. Motion was seconded by Keith Karkut and carried unanimously, 9-0.

(See pages 5-19)

**VII. PUBLIC PARTICIPATION**

Limited to comments on this agenda by residents and taxpayers of the school district (3 min. ea.)

- A. Ms. Maria Hopkins said since the Board added items to the agenda how will the public have an opportunity to ask questions on them. Mrs. VanWhy said items that were added on the agenda were for the Board to have ongoing discussion on them.
- B. Mr. Jacob Morris said that since the district receives a low amount of funding from the State, they should consider passing a Non-binding Resolution on tax extraction on gas drillers, which is a major source of revenue. Mr. Schlameuss said we cannot pass a resolution because we do not have gas drillers in the district. Ms. Kulick suggested that Mr. Morris contact his local Representatives and Senators. Mr. Morris asked how he can get information/questions to the Board for discussion. Mrs. VanWhy said he can email his information/questions to her.

**VIII. PROPERTY/FACILITIES ITEMS:**

- a. D'Huy Engineering - High School North Roof Replacement Design, Bidding & Construction Services - Invoice #49138 - \$24,500.28

**ACTION BY THE BOARD:**

Motion was made by Robert Huffman to approve the payment of Invoice #49138 in the amount of \$24,500.28 to D'Huy Engineering for the High School North Roof Replacement Design, Bidding & Construction Services. Motion was seconded by Keith Karkut and carried unanimously, 9-0.

(See page 20)

Mr. Ihle said that the above mentioned invoice is for the H.S. North Roof Replacement project, which is typically invoiced each month. Mr. Karkut asked why the Board needs to approve the invoice when the total amount of the project was already approved. Mr. Schlameuss said that the Board should be made aware of what is being paid month to month.

- b. D'Huy Engineering - Resica Elementary School Roof Replacement - Basic Services - Invoice #49139 - \$2,000.01

**ACTION BY THE BOARD:**

Motion was made by Keith Karkut to approve the payment of Invoice #49139 in the amount of \$2,000.01 to D'Huy Engineering for the Resica Elementary School Roof Replacement - Basic Services. Motion was seconded by Robert Huffman and carried unanimously, 9-0.

(See page 21)

- c. D'Huy Engineering - High School North/Lehman Intermediate Water Heater Replacement - Basic Services - Invoice #49141 - \$5,267.50

**ACTION BY THE BOARD:**

Motion was made by Keith Karkut to approve the payment of Invoice #49141 in the amount of \$5,267.50 to D'Huy Engineering for the High School North/Lehman Intermediate Water Heater Replacement - Basic Services. Motion was seconded by Robert Huffman and carried unanimously, 9-0.

(See page 22)

- d. Trane Proposal - Automatic Temperature Control For High School North/Lehman Intermediate Water Heater Replacement - \$35,650.00

**ACTION BY THE BOARD:**

Motion was made by Keith Karkut to approve the proposal from Trane for an Automatic Temperature Control for High School North/Lehman Intermediate Water Heater Replacement in the amount of \$35,650.00. Motion was seconded by Richard Schlameuss. Motion was made by Debbie Kulick to postpone the above mentioned motion. Motion to postpone was seconded by Larry Dymond and carried unanimously, 9-0.

(See page 23-27)

Mr. Dymond asked why Trane is submitting a bill for an additional expense for control valves and pumps. He thought that D'Huy Engineering was going to handle the whole project. Why is there an additional expense? Mr. Karkut asked why this added expense. Mr. Ihle said that Keith Dougherty from Trane submitted a quote to the district. Mrs. VanWhy asked was this project initially for the water heater. Mr. Andrews said it was. Mr. Andrews asked if the district requested this quote. Dr. Riker said the district did not ask for this quote. Mrs. VanWhy said the total expense for this project did not include this amount and is not sure where this came from. Mr. Dymond said he thought Mr. Grice from D'Huy was going to be present tonight to answer any questions. This item should be tabled until the next meeting to ensure that Mr. Grice is present. Mr. Schlameuss said the total for the project is about \$260,000 or \$270,000. Mr. Dougherty said the added expense is for the work that was being added to the scope of the work. Mrs. VanWhy said that the total amount of the project is now different. Mr. Karkut said that Mr. Grice needs to be present to explain. If this part of the project is not approved, will it slow down the installation? Mr. Dougherty said that there are two parts to the projects, the tanks and the boilers. Currently, the tanks stand alone. This will be required in order for it to function. Mrs. VanWhy asked if they can start the project but not complete it. Mr. Dougherty said she is correct. Mrs. VanWhy said it cannot be completed until we pay the \$35,650.00. Mr. Karkut asked if this is a change order. Mr. Schlameuss asked if this item should go out to bid. Mr. Dougherty said he is not sure. Mr. Ihle said he does not know. Mr. Dougherty said that this is not a change in design. This is procured through JB Mechanical. Mr. Dymond asked if this was bid through JB Mechanical. Mr. Dougherty said it was not. Mr. Dymond asked when the project will begin. Mr. Dougherty said it

will start next week. Mr. Dymond said the Trane Proposal should be placed back on the May 20, 2019 agenda. Mrs. VanWhy said all items should have been included in the original price.

**ITEMS FOR DISCUSSION:**

e. Hilltop Auction Results

(See page 28)

Mr. Sutjak said that at a previous Property/Facilities Committee meeting, the Committee approved for him to send some items to auction. They auctioned two pieces, a Front Mower and a Turn Mower and received \$6,958.50.

f. Middle Smithfield Elementary - Department of Labor & Industry Letter

Mr. Ihle said that he sent a letter to the Department of Labor and Industry to request an extension until June 3<sup>rd</sup> in order to progress on the roof leaks that were mentioned in their letter. Labor and Industry mentioned 12 areas/rooms and the Facilities Department has reduced it to 4 areas. Mr. Ihle said he spoke to Labor and Industry before sending them the letter requesting an extension and expects to receive a call indicating that they granted the extension. Dr. Riker asked if Labor and Industry is expecting payment of about \$1,300 or \$328 for the extension. Mr. Ihle said a check was sent for \$328. Mr. Karkut asked if Mr. Ihle is taking pictures and documenting everything. Mr. Ihle said they are taking color pictures. Mr. Karkut said if there is a construction issue, this needs to be documented. Mr. Ihle said they have documents and pictures. Mr. Karkut said what is taking so long. Mr. Ihle said they are trying to locate the maps.

g. Proposals for J.T. Lambert Intermediate School Auditorium

Mr. Ihle asked what was expected of him regarding the J. T. Lambert Intermediate School Auditorium. Mr. Andrews said that last month, the Committee asked him to get the old proposals on the schedule for this year. Mr. Ihle said he has no updates to report. He has last year's proposals in his files. Mrs. VanWhy said that previously they discussed curtains, stage floor, etc. What has been done? Are we moving forward and getting bids? Mr. Ihle said at a previous Property/Facilities Committee meeting, the Committee tabled this item in order for each piece to be done separate since the project totaled about \$225,000.00. He was then told that they cannot do the project in pieces once it was presented. Mrs. VanWhy asked when will the full project with, curtains, floors, lights, etc. be done. Dr. Riker said two months ago, they had a meeting with Josh Grice about the J.T. Lambert Auditorium. At that time, he spoke to staff to get curtain and riser specs. All this information was shared with Mr. Grice, who was supposed to be putting together a proposal. I do not think the stage floor was included. Mrs. VanWhy said three contractors were interested. Mr. Ihle said that the Committee at that time did not approve for the project to move forward. However, the stage needs to be repaired, therefore, does the Board want to move forward with this project. Mr. Andrews said last month they had asked him to put this information all together. Mr. Ihle asked if he is supposed to work on just the stage or all items. Mr. Karkut said this project has been delayed for one year. Mr. Schlameuss said that an RFP is needed for this project. Mr. Ihle said that he is sending out an RFP tomorrow to 12 vendors. The district was looking through Co-Star but none of the companies on Co-Star wanted to take on this project. Mr. Andrews asked other than the flooring, what other items are being looked at. Mr. Ihle said bid specs need to be done. Mr. Karkut said we do not need the bid specs done by the engineer. Mr. Ihle said if the project cost \$225,000, it needs to be bid. Mrs. VanWhy said specifics need to be included. Dr. Riker asked what the Board is proposing. Mr. Andrews said that last month, they asked Mr. Ihle to provide what is included in the price. The Board was told the total amount is \$225,000 but what is included. Mr. Ihle said the speakers, wiring, stage floor, curtains, screen projector, and lighting. The curtain motor will be repaired in-house. Mr. Andrews said he can start with these items as his basis for the proposal. Mrs. VanWhy asked if we can move forward

with the floor and bid out the rest of the project. Mr. Karkut said if the district hires a contractor, they are going to get a markup. Mrs. VanWhy asked if they can separate the project. Mr. Dymond said they can. Mr. Brown said it all depends on the price and prevailing wages. Mr. Schlameuss said the district can be its general contractor. Mr. Brown said as long as the district pays the prevailing wage. Ms. Kulick suggested getting a clerk of the works, who would handle all information. Mr. Brown said as long as everything is done with prevailing wages. Mr. Rohner said he thought the Board already approved the purchase of the J. T. Lambert curtains. Mr. Dymond said the curtains and the floor should be completed this year. Mr. Dymond said that Josh Grice of D'Huy Engineering is supposed to find out what was under the floor. The district has lost a year on this project. Dr. Riker said they looking to use Co-Stars. Mrs. VanWhy asked if we have the specs for Co-Stars. Mr. Ihle said that they have the H.S. South information and now will work on the J. T. Lambert project. He is hoping to have the proposals for next month. Mrs. VanWhy said ceilings and lights will not affect the work that needs to be completed on the floor and then the rest can be figured out. Mr. Brown said if they are going to complete the entire room they cannot piece it out to avoid prevailing wage. Scott will be working on a proposal and Josh will come up with the figures. Dr. Riker said they already agreed to do the curtains and stage floor but now a different idea is being presented. Mrs. VanWhy said there was nothing on the agenda to approve this project. Mr. Brown said the Board is asking for the stage floor to move forward and then the rest will be costed out. Mr. Dymond said they still do not have the set of plans to reconstruct the stages. Mrs. VanWhy suggested just working on J.T. Lambert. Mr. Karkut suggest that the South School be done also. Mrs. VanWhy said they need to move forward; therefore, a decision needs to be made. Dr. Riker said to pursue Co-Star with Mastercraft will be a high cost. Mr. Dymond said they are familiar with our gym floor. Dr. Riker said this project should be placed in the budget.

h. LED Lighting

Mr. Ihle said that at last month's Property/Facilities Committee meeting a representative from GrayBar Electrical Supply presented information on how to switch from regular lights to LED lighting for the North Campus. They were coming back for a visit to check what needed to be done. Mr. Ihle emailed them today to move forward with this project. Mr. Andrews said that the North parking lots were being done due to obtaining rebates for LED lighting. Mr. Karkut said the plan was for them to look at all LED lighting. Mr. Ihle said they are coming up with dates first. Mrs. VanWhy asked when they will come back with a total cost on this project. Mr. Ihle said once they complete the inspection, they will have a price. Mrs. VanWhy said Mr. Ihle should confirm all details with GrayBar to ensure all items are covered. Mr. Karkut said all information should be obtained before the next Board meeting.

i. Sprinkler System

Officer Bill Gouger said he is looking into getting quotes for the sprinkler system for all buildings. The estimated cost for this project is about \$8,000 to \$10,000. He recommends that the district hire an independent company to inspect all buildings and to review all plans. Mr. Andrews asked if the computer rooms will be handled separately. Officer Gouger said that the independent contractor comes and looks at everything. Mr. Dymond recommends that this issue be handled by Lyman & Ash. Officer Gouger said that Keystone said they are willing to do the job and they recommend having an independent engineer. Mrs. VanWhy said that East Stroudsburg Elementary (ESE) School's pipes were poorly installed. Mr. Rohner said these pipes are not even 10 years old. Mr. Dymond said that Lyman and Ash should pursue legal action on the contractors that installed the pipes at ESE. Mrs. VanWhy asked what the update on the computer room is. Officer Gouger said that they contacted Simplex but no has not heard back. Officer Gouger said a gas system should be looked at to put out a fire in the computer room because gas will put out the

fire before the water will. Mr. Borosh said the gas system may save the district money. There is a fire panel with thousands of devices; therefore, if there is a fire many programs and devices will be out, causing buildings to be closed. They went out to bids and received two companies that responded. Mrs. VanWhy asked where the proposals are. Mr. Borosh said they are looking to see if they can remove the sprinkler head. Officer Gouger said it cannot be done due to the PA Code. Mr. Karkut asked if a third quote is being obtained. Do we need to wait since the amount is under the threshold? Mr. Schlameuss said it has to be a competitive bid. Mr. Rohner asked do we have the plans of when it was installed. Mr. Borosh said it was installed in 2005-2006 and they do not have the electrical plans. Mr. Rohner said these plans must exist and suggested that someone call the Boro/Smithfield Township and Middle Smithfield Township for them. Mr. Ihle said he can look for them. Mr. Karkut suggested that Keystone be contacted within two weeks with all the information. Ms. Kulick suggested placing all the plans in the Cloud. Mr. Schlameuss suggested placing them in the server.

j. H.S. North Generator

Mr. Ihle said that Chris Brown said he has not heard back regarding the H.S. North Generator. Mr. Brown said that he sent out a letter and spoke to someone probably four times. They suggested contacting the local dealer. Mrs. VanWhy asked if we have the bids/proposal/quotes. Mr. Ihle said they will probably need to be updated. He asked if he should move forward and update them. Mrs. VanWhy said, "Yes".

k. Water System – Resica Elementary and Middle Smithfield Elementary

Mr. Dymond said that the wells at Resica Elementary and Middle Smithfield Elementary Schools need to be looked at. The district should contact Prosser and D'Huy Engineering to look at piping. He said two years ago the tower was serviced but he does not know if they flushed and drained them. The water may be cloudy because of the residue accumulations in the storage tanks. Mr. Curtis Beam said they drained, scrubbed and cleaned the tanks. Mr. Dymond asked where the sludge went. It was cleaned, Mr. Beam said he saw them do it. Mr. Dymond said that they need to come up with a plan to fix issues as they arise. Mr. Ihle said that he will talk to Josh Grice to place on the list of projects. The well at Middle Smithfield Elementary (MSE) needs to be cleaned out. Mr. Beam said it cannot be done because it is a sealed tank. Mr. Karkut said the water at MSE is disgusting. Mrs. VanWhy asked if water bottles have been provided to the school. Mr. Ihle said water bottles have been provided. Mr. Karkut asked what water they are using for cooking. Mr. Ihle said they have dispensers. Mr. Schlameuss asked if they need to have filtration. Mr. Ray Lenhart said the water starts out cloudy but it eventually turns clear. Mr. Rohner said the tanks need to be cleaned. Mr. Ihle said he will call the company tomorrow.

l. Playgrounds

Mr. Ihle said the J. M. Hill Elementary School was completed. Smithfield Elementary School's playground needs to be completed.

m. H.S. North Wrestling Room

Mrs. VanWhy said since North does not have a wrestling room what are the options. Mr. Schlameuss asked if there is a classroom they can use. Dr. Riker said this can be looked into. Mr. Karkut said he cannot believe a wrestling room was not included when the building was built. Why can they not use the auxiliary gym? Dr. Riker said a lot of clubs and activities use the auxiliary gym. Ms. Kulick said who can address this issue. Mrs. VanWhy suggested Josh Grice. Mr. Karkut asked if they can look around the building for a solution. Mr. Steve Zall said this issue has been discussed for a number of years. One area that has been looked at is behind the stadium

in the locker room wing. Another suggestion has been expanding a hallway. Mr. Dymond asked is there no extra space anywhere. Mr. Zall said not in the vicinity.

n. South Stadium

Mr. Karkut said an air conditioning unit was purchased. Mrs. VanWhy said the stall door was repaired and the rifle range got their air conditioning unit installed. Mr. Karkut asked if doors were placed with steel or wood. Mr. Ihle said they were fixed in-house. Mr. Rohner asked if there is a plan in place to redo and paint the bleachers. Mr. Ihle said that he believes grounds will handle. Mr. Schlameuss said he thought this would be done by maintenance. Mr. Ihle said currently there are no plans for this project. Mr. Karkut said they need to be sandblasted and repainted. Mr. Schlameuss said this project would need to be bid out. Mr. Rohner asked if this was done in the past. Mr. Dymond and Mr. Karkut said yes. Mr. Rohner said this project needs to be done in the fall to maintain the integrity of the steel. Mr. Schlameuss asked if this is on the project list. Mr. Rohner said the South stadium is on the list of projects to be completed.

o. Air Quality Testing

Mr. Karkut asked for the status on the air quality testing at Smithfield Elementary School. Mr. Ihle said they are testing all schools. So far, we have received six schools and are waiting on the remaining four schools. The six schools' results are favorable. Mr. Karkut asked how do we chose which rooms are being tested. Mr. Ihle said he has the floor plan of all rooms and randomly chooses. Eventually, all rooms will be tested. Mr. Karkut asked if hot rooms were tested. Mr. Ihle said that one hot room, #23 was tested. Mr. Karkut asked if the room that water leaks was tested. Mr. Rohner said currently the roof contractors are fixing the leaks. Mr. Ihle said Tremco is working on the leaks. There were 20 areas of roof leaks and they are down to 3 areas. Progress is being made. Mr. Karkut said the rest of the rooms should be tested. Mr. Rohner said that indoor air quality can be manipulated. There are a number people impacted with health issues. These rooms are the ones that I am interested in. Mr. Karkut said that testing should be done in the problem areas in order to secure that everyone is safe. Mr. Schlameuss asked when the next testing is. Is it six months? Mr. Karkut said he cannot believe problem areas are not being looked into.

IX. FINANCE ITEMS:

a. Pike County Tax Bill Printing

**ACTION BY THE BOARD: Died due to lack of a motion.**

Motion to approve the proposal from Government Software Solutions to provide tax bill printing services effective July 1, 2019, for the collection of school real estate taxes for Lehman and Porter Townships at the rates as set forth in the agreement presented.

(See pages 29-30)

b. Chester County IU Joint Purchasing Board

**ACTION BY THE BOARD:**

Motion was made by Keith Karkut to approve the attached Resolution authorizing the District's participation in the Chester County IU's Joint Purchasing Board for the purchase of Apple computer hardware, software, supplies, and related items for the 2019-20 fiscal year. Motion was seconded by Debbie Kulick and carried unanimously, 9-0.

(See page 31)

Mr. Borosh said that this resolution has been approved for the last ten years for the Apple hardware, software, supplies, etc. It now needs to be approved for the 2019-20 school year.

Previously in 2008-09, the auditors flagged the contract because the district did participate in this IU Purchasing Board.

c. Apple Master Lease Purchasing Agreement

**ACTION BY THE BOARD:**

Motion was made by Keith Karkut to approve the lease proposal in the amount of \$45,898.90 for desktop computers, laptops, and related equipment for a four (4) year term beginning July 1, 2019 with annual payments of \$11,969.66, per Apple's quote dated April 24, 2019, subject to the review of the Solicitor, Bond Counsel, and Chief Financial Officer. Motion was seconded by Larry Dymond and passed 8-1. Keith Karkut voted no.

(See pages 32-37)

Mr. Karkut said that it states that these computers are for Central Administration. Is there an issue with the current computers? Mr. Borosh said the computers need more space, Rams, etc. and as a result, they are slowing down. Mr. Karkut said why we need to buy as opposed to updating them. Mr. Borosh said we can update them but the district has a plan in place where the computers are turned over on a four-year cycle. If the Board wishes, we can go on a 5 or 6-year plan but I would not recommend waiting this long. The majority of the districts and IU's turn their computers over every 3-4 years. Mr. Karkut said Apple computers are solid; therefore, four years may not be necessary. Another problem is that we are going to approve this purchase before the budget is passed. Mr. Borosh said approval is needed in order to get them in place on time. Mrs. VanWhy asked if this can be approved even though the budget is not final. Mr. McIntyre said the budget can be adjusted to include this purchase. Mrs. VanWhy asked if all computers are on a cycle. Mr. Borosh said, that is correct and we also have purchased Chromebooks for all 5<sup>th</sup> through 9<sup>th</sup> graders. Next year, the labs at the two intermediate schools will get new computers followed by high school labs the following year. Mrs. VanWhy asked when this was presented as part of the cycle. Mr. Borosh said it was in the cycle that he previously presented. In the past, we did elementary, intermediate and high schools but now it is flat-lined. Mr. Karkut said it's a \$45,000 purchase. Do we have to pay another \$2,000 in interest? We do not see a lease schedule. Is this item budgeted? Mr. McIntyre said he would need to add \$30,000 to the budget. Mr. Karkut said we need to save money as much as possible. Mr. Dymond said computers do not require so much space since they do not have to save everything on them. Mr. Borosh said items are saved locally. Things do not have to be saved on the computers but he does not know what each individual does. There are less Apple computers in Administration. Mr. Karkut asked who has the Apple Computers. Mr. Borosh said three staff members, three special education staff, Mr. Moran and Mr. Baddick.

d. HS South Surveillance Camera Cabling

**ACTION BY THE BOARD:**

Motion was made by Richard Schlameuss to approve the Proposal from CRCS Inc., the lowest responsible bidder, to install Security Cameras at the South Campus in the amount of \$303,182.32. Motion was seconded by Debbie Kulick and passed 8-1. Keith Karkut voted no.

(See pages 38-41)

Mr. Borosh said although they only received two bids, nine companies attended the pre-bid meeting. Five companies submitted a cashier's check but only two companies bid.

- e. D'Huy Engineering Additional Services to support the investigation of existing construction defects for the HS North and Lehman Intermediate School

**ACTION BY THE BOARD:**

Motion was made by Debbie Kulick to approve the proposal from D'Huy Engineering, Inc. in the amount of \$22,600.00, for additional services to support the investigation of existing construction defects for the HS North and Lehman Intermediate School. Motion was seconded by Robert Huffman and carried unanimously, 9-0.

(See pages 42-45)

Mrs. Lisa VanWhy said that this proposal is for D'Huy Engineering to provide additional services to support the district in investigating existing construction defects for the High School North and Lehman Intermediate School Roof Replacement project. They will take pictures for Lyman & Ash and will be the expert witness. Mr. Gullstrand asked if this bill is for a percentage of their fee. Mr. McIntyre said \$22,600.00 is the total fee.

- f. Reassigning Unassigned Fund Balance

**ACTION BY THE BOARD:**

Motion was made by Robert Huffman to approve the reassignment of \$5.7 million dollars from the General Fund Unassigned Fund Balance to the Capital Projects Assigned Fund Balance to support future capital projects. Motion was seconded by Larry Dymond and carried unanimously 9-0.

(See page 46)

Mr. McIntyre said he provided details of how much is in the fund balance. Per the School Law, the ending unassigned fund balance cannot exceed 8% of the total Fund Balance. Therefore, about 4.2 million dollars would need to be transferred out in order to meet under the 8% threshold. Mr. McIntyre said he recommends to place it in the Capital Projects Assigned Fund Balance because this way the money stays in the General Fund. If placed in the Capital Reserve Fund, money cannot be moved. Mrs. VanWhy said if the funds are moved into the Capital Projects, the money will not be stuck in there. Mr. Dymond asked if more money can be moved into the Capital Projects fund. Mr. McIntyre said, "Yes", and must be done before June 30<sup>th</sup>.

- g. Resignation of the Board Treasurer

**ACTION BY THE BOARD:**

Motion was made by Debbie Kulick to accept the resignation of Dawn Nickischer as Board Treasurer, effective May 16, 2019. Motion was seconded by Robert Huffman and carried unanimously, 9-0.

Mr. VanWhy asked what the purpose of a treasurer is. Is it for them to sign checks? Mr. McIntyre said that the checks need to have two mandatory signatures, the Treasurer and the Board Secretary. Mr. Schlameuss said these positions are mandated by the State. Mr. Karkut asked why not have a Board member be the treasurer. Mr. Brown said they cannot be. It depends on the size of the district. Mr. Rohner asked if the district is 2<sup>nd</sup> Class. Mr. Brown said that is correct.

h. Replacement of the Board Treasurer

**ACTION BY THE BOARD:**

Motion was made by Robert Huffman to appoint Diane Kelly as Board Treasurer for the period May 16, 2019 through June 30, 2020. The District shall pay the cost of the required bond. The Treasurer shall serve without compensation, other than mileage and actual expenses. Motion was seconded by Richard Schlameuss and carried unanimously, 9-0.

i. Act 120 Training

**ACTION BY THE BOARD:**

Motion was made by Keith Karkut to approve the agreement with Raquel Santos to participate in Act 120 Training at the Allentown Police Academy. Motion was seconded by Debbie Kulick and carried unanimously, 9-0.

(See pages 47-48)

Mr. Dymond asked what the cost of the training is. Chief Mill said that the training will cost about \$6,000 and she will need to make a five-year commitment to the district.

j. Creating a Position

Position	Classification
School Psychologist (7 positions)	Professional Staff
Assistant Elementary Principals (3 positions)	Act 93

1.

**ACTION BY THE BOARD:**

Motion was made by Debbie Kulick to approve the seven new School Psychologist positions. Motion was seconded by Keith Karkut and carried unanimously, 9-0.

(See pages 49-51)

Mrs. VanWhy asked if these positions are just transferring from the IU 20 to the district. Mr. Zall said it will be a transfer of entities. These positions cannot be eliminated; therefore, the district enters into a transfer of entities with these individuals. The employees will choose if they would like to transfer. Mrs. VanWhy asked if they are doing the same job but employed through the IU 20. Mr. Zall said they will be under the professional employee contract. Mr. Zall said they made a position description for the School Psychologists and will add supplemental hours for them to complete necessary paperwork or do testing. Mrs. VanWhy asked where this will be placed in the budget. Mr. Andrews said currently these individuals work in our schools. Mrs. VanWhy asked by placing these individuals back as our employees, will there be a cost savings to the district. Mr. Zall said although he does not have the specific numbers, there will be a cost savings. Mrs. VanWhy said she wants to ensure that the district is not adding positions but that the district is already paying for these individuals within the budget. Mr. McIntyre said if you decide to go in this direction, the change will be from one account to another. It will be about a wash and the district will bring back programs. Mr. Baddick said the ACCESS Program has 2.2 million dollars; therefore, the district can move some of the positions in order to pay for their salaries and benefits. At least, three out of seven, which will be about \$250,000 out of the \$860,000. Mr. McIntyre said \$250,000 is the total amount; therefore, ACCESS will probably pay for half of it or \$125,000. We are still running numbers. Mr. Karkut asked if the IU has agreed to do this transfer. Mr. Zall said, "Yes" because our district is the only district who currently hire Psychologists through the IU.

2.

**ACTION BY THE BOARD:**

Motion was made by Robert Huffman to approve the three new Assistant Elementary Principal positions. Motion was seconded by Debbie Kulick and passed 7-2. George Andrews and Keith Karkut voted no.

(See pages 52-53)

Mr. Moran said their goal is to improve and increase instruction; therefore, the district needs to make sure the teachers have superior coaches and mentors. In order to do so, the Principals in the Elementary schools need assistance. Currently in grades 6-12, there is 1 administrator for 43 professionals. In grades K-5, there are 82 professionals to 1 Principal at East Stroudsburg Elementary, in Middle Smithfield Elementary School there is 70 professionals to 1 Principal and at Resica Elementary school there are 68 professionals to 1 Principal. Hiring Elementary Assistant Principals will assist with instruction since there are a number of special education programs in our buildings. School Counselors can help to assist students. Principals have to attend meetings for GIEP, IEP and 504 matters. Mr. Dymond asked what the estimated cost to hire three Assistant Principals is. Mr. McIntyre said it would cost about \$330,000. Mr. Moran said they are looking to reduce the overall budget across the district. Mrs. VanWhy asked how long does the meetings last that have to be attended. Mr. Moran said they can last from 45 minutes to 3 hours. Mr. Lenhart said they may have to attend meetings that are not scheduled. Mr. Moran said they also have to take care of student discipline, where it takes time to investigate, take student statements and speak to parents. Mrs. VanWhy asked what is the difference between a Dean of Students as opposed to hiring an Assistant Principal. Mr. Moran said they are teachers and cannot evaluate, supervise or attend meetings. They assist with discipline issues. Mr. Schlameuss asked if it would be better to have guidance counselor help with discipline. Mr. Moran said the counselors help support students and attend meetings. Mr. Schlameuss asked if these positions were to be approved, what measures will be provided to help the Board understand how the Assistant Principal will help the students. Mr. Moran said they will have counselors' data on services they are providing with how much time is allotted per year. The measures will also include information on the yearly observations that Administrators will have to complete. Mrs. VanWhy said she knows Assistant Principals will assist with teachers but how will it help the students. Mr. Moran said the support comes in different ways such as adding special education positions to meet the needs of our students. Mrs. VanWhy asked what assistance do the paraprofessional provide in the classroom. Ms. Kulick said that topic is a whole other discussion. Mrs. VanWhy said she just wants all the details before making a final decision. Mr. Andrews said we need time to look at the whole picture. Mr. Schlameuss said in the past couple of months, the budget included funds for additional support. Are these positions budgeted? We should probably table this item. Mr. Dymond said we should move on it because it will take time to fill. Mr. Karkut asked which buildings the Assistant Principals will work in. Mr. Moran said that it will be 1 Assistant Principal at East Stroudsburg Elementary, 1 Middle Smithfield Elementary and 1 at Resica Elementary. Mr. Karkut asked they have been functioning all this time as is, so why hire now. Mr. Dymond said they have been but not up to standard. Mr. Schlameuss said we have to give an opportunity for our resources to help staff to be what they can be. Mr. Gullstrand said in order to be an effective leader, one needs assistance and feedback from the Administrator.

k. Computer Bid Results and Financing – Discussion

(See pages 54-57)

Mr. Borosh said in the computer bid results, Staples came in the lowest bid for the HP Equipment and SHI was the lowest bidder for the Lenovo Chromebooks. Mr. McIntyre said they will have the lease agreement at the next meeting.

l. ESS

Mr. Schlameuss asked if the district is preparing for the transition to bring subs back into the district from ESS. Mr. Zall said that the office is preparing memos to send out explaining how to set up employee accounts with the district. The memo will go out within next week. The district had a closing conversation with ESS. Mrs. VanWhy asked what the issue with ESS was. Mr. Zall said the district had multiple conversations with ESS about them not upholding their part of the contract. They could not meet the demands of the district. ESS could not provide enough coverage. Mr. Schlameuss asked if Mr. Zall has all of the information documented. Mr. Zall said yes they have several months of documents, which include the increase in cost to the district due to paying in-house coverage. Mrs. VanWhy said the Board had a conversation with ESS at the NSBA Conference and ESS said the demand was high. The disturbing issue is that ESS was accessing AESOP and changing profiles. Mr. Zall said there were too many “hiccups” that occurred and ESS never provided references that were requested by the district.

m. TIF

Mr. Brown said the proposed TIF cooperation agreement has been worked on back and forth, but he still has two significant concerns aside from clerical issues: (1) The draft agreement requires that the old assessment figures be used as the base amount, which; therefore, provides a significant tax break without any improvement to the property. Mr. Schlameuss and Mr. Brown discussed the old and new assessed values. Mr. Brown said there have been no land development plans submitted yet. (2) The draft agreements requires the taxing authorities to make up for any shortfalls in the TIF revenues. Because of these two issues, Mr. Brown does not recommend the Board approve the draft agreement at the May 20 meeting. Mr. Karkut asked why the project is taking so long. Mr. Dymond said they have the plans but no one is interested yet.

**X. PAYMENT OF BILLS**

**ACTION BY THE BOARD:**

Motion was made by Keith Karkut to approve the Payment of Bills listed in this agenda for 2018-2019 fiscal year, 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 Richard Schlameuss and carried unanimously, 8-0. (Robert Huffman was absent from the room).

(See pages 58-68)

**XI. PERSONNEL ITEMS**

*(The following item(s) are to be deleted from the consensus motion at Board Member(s) request.)*

**ACTION BY THE BOARD:**

Motion was made by Debbie Kulick to approve the employment actions listed in accordance with the associated, applicable policies, procedures and contractual agreements.

*[Subject to proper completion and receipt of all necessary documents and clearances, where applicable.]*

Motion was seconded by Richard Schlameuss and carried unanimously, 8-0. (Robert Huffman was absent from the room).

**i. 303/404/405/504/505 - Employment**

**a. Appointments**

	<b>Name</b>	<b>Position</b>	<b>Classification</b>	<b>Location</b>	<b>Compensation</b>	<b>Effective Date(s)</b>
1.	Bednarski, Robert	Maintenance II Worker (2 <sup>nd</sup> shift) This is a new position.	Support	Maintenance	\$21.00/hour (plus \$.40/per hour shift differential)	May 13, 2019
2.	Castellanos, Judith	Bus Driver (6 hour) Replaces Robert Talbot who resigned.	Support	Transportation	\$16.49/hour	May 28, 2019
3.	Halas, Nondas	Maintenance II Worker (2 <sup>nd</sup> shift) This is a new position.	Support	Maintenance	\$21.00/hour (plus \$.40/per hour shift differential)	May 13, 2019

**ACTION BY THE BOARD:**

Motion was made from Keith Karkut to adjourn. Motion was seconded by Richard Schlameuss and carried unanimously, 8-0. (Robert Huffman was absent from the room)

**XII. ADJOURNMENT 9:33 P.M.**

Respectfully submitted,

Patricia L. Rosado  
Board Secretary