

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

August 8, 2019

Carl T. Secor Administration Building – Board Conference Room

4:30 P.M.

Minutes

- I. **The Chairman**, Rich Schlameuss, called the Finance Committee meeting to order at 5:08 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, and Rich Schlameuss. Jason Gullstrand was absent
- III. **School Personnel Present:** Marisela Horton, Diane Kelly, Fred Mill, Mary Olszewski, William Riker, Patricia Rosado.

Community Members Present: Kimberly DeBlasio

IV. **APPROVAL OF AGENDA AND MINUTES**

RECOMMENDATION BY THE COMMITTEE:

Motion was made George Andrews to approve the revised agenda for August 8, 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 Larry Dymond and carried unanimously, 3-0.

Mr. Andrews suggested that the invoices d. through m. and q. be forwarded to the Property/Facilities Committee meeting prior to submitting it to the Finance Committee. Dr. Riker said these invoices came in after the August 1st Property/Facilities Committee meeting. In order to not hold up payment of these invoices, they were placed on tonight's Finance Committee meeting agenda in order for the Committee to make a recommendation to be placed on the Regular School Board meeting agenda. Mr. Schlameuss suggested that a recommendation be made to have bills pay, subject to approval by the Property/Facilities Committee. Mr. Dymond asked why the invoices are not able to go to the Board for approval. Mr. Andrews suggested that the procedure be that the invoices should go to the Property/Facilities Committee and then the Board for final approval. Dr. Riker said he agrees; therefore, the Finance Committee does not need to approve them. In the end, the whole Board needs to make the final approval. Mr. Schlameuss said the invoices can be placed on the Finance Committee meeting agenda for informational purposes and not for approval or discussion. Mr. Dymond said his concern is that the bills need to be paid since the projects are progressing and we do not want the work to stop for lack of payment. Mr. Schlameuss asked how they propose for the invoices to get forwarded to the Board for approval. Mr. Dymond said the Board is meeting on Tuesday, August 13th at 6:00 p.m. They can schedule a special Property/Facilities Committee meeting at 5:30 p.m. to review the invoices and recommend them for Board approval at the August Regular School Board meeting. The Committee agreed that a Property/Facilities Committee Meeting will be advertised for Tuesday, August 13, 2019 at 5:30 p.m.

The following items were recommended to be discussed at the August 13, 2019, Property/Facilities Committee meeting.

- d. Trane Pay Application #3 for HS North/Lehman ATC upgrade - \$625,771.38
- e. Jottan, Inc. Application #2 for HS North/Lehman Roof Replacement - \$1,606,698.90
- f. C&D Waterproofing Corp. Application #1 for Resica Roof Replacement - \$8,685.00
- g. C&D Waterproofing Corp. Application #2 for Resica Roof Replacement - \$55,401.75
- h. D'Huy Invoice # 49783 for the HS-North/Lehman Water Heater Replacement - \$980.00
- i. D'Huy Invoice # 49782 for the Trane Controls Oversight - \$3,938.25
- j. D'Huy Invoice # 49781 for the North Campus Surveillance Camera Project - \$463.88
- k. D'Huy Invoice # 49780 for the Resica Roof Replacement - \$5,638.76
- l. D'Huy Invoice # 49778 for the HS-North Roof Replacement - \$20,000.45
- m. D'Huy Invoice # 49779 for the HS-North/Lehman Roof Replacement – Forensic Investigation - \$405.01
- q. C&D Waterproofing Corp. Application #3 for Resica Roof Replacement - \$207,513.90

V. ITEMS FOR DISCUSSION:

- a. Classroom Assessment Proposal by Pearson – Special Ed Department
Ms. Mary Olszewski said that the Special Education/Pupil Services Department would like to purchase the Pearson Aimswebplus program to perform a battery of tests that provide composite scores, and includes both timed curriculum-based measures (CBMs) plus untimed standards-based measures. It will accurately assess student skills, monitor students' progress and manage student assessment data with its combination of CBMs and standards-aligned measures. The data and graphs will be able to be imported directly into the special education student's (K-8) annual IEP. The total cost is \$14,293.00. Mr. Schlameuss asked if this is the only vendor that does this particular task. Ms. Olszewski said that the district currently uses the regular Aimswebplus but it is very old and done with pencil and paper. The new one is digital and will make the district legally defensible. Mr. Andrews asked how it will make the district legally defensible. Ms. Olszewski said currently there is not enough data to show what was done; therefore, the digital program will help take away human error. It will detect where help is needed and address areas more accurately. Mr. Andrews asked if the cost of the program will be less than a legal case over time. Ms. Olszewski said that the cost for the first years is about \$14,000. After the first year, the cost will be about \$7,000 because \$7,000 is for training in the first year. Mr. Andrews asked if this fee is for licensing. Ms. Olszewski said he is correct. Mr. Schlameuss asked if quotes from other vendors have been sought. In order for this to be a proper procurement other vendors need to be sought. Ms. Olszewski said she is not sure if there are other vendors out there that would be similar to this program. Mr. Schlameuss said Ms. Olszewski needs to search to see if there are any other programs that may perform the same work similar to what this one does. Mr. Andrews said he understands that the current program needs to be replaced but a proper procurement needs to be provided. Mr. Schlameuss asked if there are competitors for this program out there. Dr. Riker asked what is the dollar amount to look into a procurement. Mr. Schlameuss said the Procurement Policy says that any item that is \$11,000 or more needs quotes. If it is a COSTAR product then it will not be a problem. Dr. Riker said \$7,000 of the cost is for training. Mr. Schlameuss said that the total amount of the project is looked at for procurement purposes. That is the Statutory Law. Mr. Andrews said the specs should be written and bids should be provided for this product. Mr. Schlameuss said the product has to meet the specs. Mr. Andrews said that the program needs to be put out to get bids. Mr. Schlameuss said two or

more quotes are needed and not bids in order for the Board to consider the approval. Form 611 should also be filled out explaining why the certain quote was selected.

- b. Proforma by Pro-Ed testing materials required for Psychologist – Pupil Services
Ms. Mary Olszewski said that Mr. Baddick would like to purchase the testing materials in the amount of approximately \$5,000 for the school psychologists. These supplies were included in the initial startup costs, which was projected at \$100,000. The order includes, Cognitive Assessments, Adaptive Behavior Scales and Social Skills Materials. To date, \$31,013 has been ordered for School Psychology supplies. This is a projected savings of \$68,987. Ms. Olszewski said she filled out Form 611 explaining that the School Psychologist need these materials in order to perform their job.
- c. Additional IU 20 Service - \$60,000
Ms. Mary Olszewski said that she spoke to Mr. Craig Reichl, Principal of J.T. Lambert Intermediate School, in order to implement a pilot program, an emotional support class. This would require the district contracting a Mental Health Worker from the Colonial IU 20 (IU). The success with this pilot program will serve as a catalyst for ESASD to operate our East Stroudsburg classes with Mental Health Workers and teachers who are ESASD employees rather than IU employees. This will allow for cost savings and increased oversight of our students' programming. Two Paraprofessionals who retired will not be replaced. Salary and benefits of these two positions equaled \$87,702.00. The cost for a Mental Health Worker is \$60,020 at a total savings of \$27,682.00. Mr. Andrews asked what tasks the Paraprofessionals did. Ms. Olszewski said she is not sure since they were not in special education classes. Mr. Andrews asked if the Paraprofessionals provided one-to-one services to students. Ms. Olszewski said they provided supplemental classroom assistant to teachers. By contracting a Mental Health Worker, it will help bring back services into the district from the IU. Mr. Andrews asked how many IU classes the district currently has. Ms. Olszewski said we have many throughout the district. One class that was at J. T. Lambert Intermediate School was placed at Lehman Intermediate School. Therefore, by bring the Mental Health worker into the district, the district would not have to send the class to Lehman but have our own worker at the school. The IU has several classrooms throughout the district, therapeutic, emotional, etc. Mr. Andrews said by having our own staff, we will try to take back the programs and not contract the IU for them. Dr. Riker said the district has been taking steps to take back programs as they have done by hiring ESASD School Psychologists. Hiring a Mental Health Worker is the next step in the long-term process to get as many programs back in our schools in order to reduce cost. This year it will be a \$27,000 cost savings to the district. The end goal is to get all programs back into the district. Mr. Schlameuss asked if a Mental Health worker needs a license. Ms. Olszewski said they need a Bachelor's Degree. The person in mind has been working with us at Middle Smithfield Elementary School for the past eight years, who was hired through the IU. He/She will continue to be hired through the IU.
- n. Replacement of the Driver's Ed vehicle at North High School – Discussion
Dr. Riker said that the current H.S. North Driver's Ed vehicle will not pass the next inspection. Administration would like permission to obtain three COSTAR quotes for Board review and consideration at Monday's August 19th Regular Board meeting. The H.S. South card was purchased in 2016 at a cost of \$18,000. If the H.S. North car is not replaced, the program will not be able to continue. Mr. Andrews asked what type of car they are looking to purchase. Dr. Riker said they are looking to buy a Ford Fusion. The cost to add a break on the passenger side of the vehicle would be about \$473. The total

cost for the H.S. South vehicle was about \$18, 277. If the Committee gives administration permission, they will get three COSTAR quotes to be placed on the August 19, 2019, Regular Board meeting agenda. Mr. Dymond asked if they purchase the car after approval, will they get it in time for the start of school. Dr. Riker said they will be able to get it in the beginning of the school year, which will be in time to begin the program because it does not start right away.

o. Capital Projects payment tracking – Discussion

Mrs. Diane Kelly said that she has provided a chart to the Committee member, which include all the current projects that are being worked on in the district. The chart includes how much has been paid up-to-date and indicates by percentage how much of the project has been completed. Mr. Schlameuss said that he appreciates the information and asked if all of the D'Huy invoices are included in the chart. Mrs. Kelly said they are not included. Mr. Schlameuss said all D'Huy invoices should be added to the chart. Dr. Riker said all D'Huy invoices are included in the Board Briefs. Mr. Schlameuss said the D'Huy invoices should be added on this chart, too. Mr. Andrews said this chart should be given out at the Property/Facilities Committee meetings and Finance Committee meetings. Mrs. Kelly asked where they would like her to include the D'Huy invoices. Mr. Schlameuss said she can include them on the bottom of the page or under a separate box.

Mr. Dymond asked if the district purchased the book supplies from Pearson. Mr. Schlameuss said this purchase was approved last month. Dr. Riker said the district purchased Pearson and Envision Math products. Dr. Riker said he would like to inform the Committee members that he found out today that the Aimsweb program was compromised. It was an older version that had a data breach. The district was not affected because we use the antiquated version of the program. Mary Olszewski contacted the representatives and we were informed that they have taken measures to prevent this from happening again. The district was not affected. Mr. Schlameuss asked what other programs the district uses that may create a data breach issue. The data compromise may make the district liable, too. Dr. Riker said he does not think the district is liable but may receive negative feedback from the public. Ms. Olszewski said she contacted Aimsweb and they said they did not use our data and have rectified the problem. With the Aimsweb plus, which is what is what the district is hoping to purchase, it has enhanced security in order to prevent this from happening again. The program prompts you to change your password every six weeks. Mr. Dymond asked if the district has insurance for data breach. Dr. Riker said he will gather information on what procedures are in place for this issue.

p. Replacement of B compressor – Proposal by Trane - \$14,272.00

Mr. Andrews said the replacement of B compressor was discussed at the Property/Facilities Committee and forwarded to the Regular School Board meeting agenda because this is an item that may stop working at any time. Dr. Riker said the compressor needs to be replaced before the start of school. This item will appear on the agenda for consideration by the Board.

r. Replacement of Riser at JTL – Proposal by StageRight - \$13,975.00

Dr. Riker said that the Board and the Property/Facilities Committee discussed the replacement of the auditorium risers at J. T. Lambert Intermediate School. Discussion was held as to whether they should be replaced or repaired. Four quotes were obtained and the least expensive comes from StageRight in the amount of \$13,975. Mr. Andrews said the ones that we have now are very sturdy. Mr. Schlameuss said the problem is that they may buckle in the back. Mr. Dymond said when they are put away, they need to be folded and

rolled. It has levers on each side to take them down with wheels and two legs that come and lock in place. It may be bending due to human error or it may need to be lubricated. Mr. Andrews said the wheels need to be replaced. Mr. Schlameuss asked if the risers are the original ones that were bought when the building was opened. Dr. Riker said he believes they most likely were bought then. Mr. Schlameuss said perhaps they need to be repaired by our maintenance staff. Mr. Dymond said the risers are made of steel. They are quality construction. Mr. Andrews asked if parts can be obtained for the risers. Mr. Schlameuss suggested asking if the company where they were bought from can refurbish them or does the Committee members want to buy new ones. Another option is to refurbish them to give to another school and buy new ones for J. T. Lambert Intermediate School. Mr. Dymond said they should not be thrown away. The risers should be inspected to see what needs to be done and check the prices on the wheels in order to make a decision. Mr. Andrews asked if we have risers in all schools. Dr. Riker said risers are shared between schools. Mr. Andrews said it makes sense to repair these and buy new ones. Dr. Riker said he agrees because they should not be discarded. They should be inspected and to see if they can be refurbished. Mr. Dymond said he has seen items being thrown in a dump truck at Resica Elementary School. Dr. Riker said he does not know when this occurred but it is typically done when items are no longer usable. Mr. Schlameuss asked if the Committee members would like to move the purchase of the risers forward with the condition that they be refurbished and distributed to other schools. Mr. Andrews said he believes the risers have life in them. Mr. Dymond said there may be some that need to be thrown. Dr. Riker said the district has a great music program; therefore, having more risers will not be a problem. Mr. Dymond said if we cannot find parts, then we should not purchase the risers from StageRight. We should find another vendor. Mr. Andrews said the risers are 20 years old; therefore, they may not have it but we can look into it by contacting the company. Mr. Schlameuss said when contacting the company, they can look at access to parts and maintenance of the risers. Mr. Dymond said he believes the problem with the risers is caused by human error because nothing is broken off. Mr. Schlameuss said we can move the recommendation forward contingent upon being able to access parts. Mrs. Kelly asked what parts they are looking for. Dr. Riker said he will look into contacting the company and check to see if they have a manual. Mr. Andrews said we should research to see if it should be bought and if it can be refurbished by purchasing parts.

- s. Recommendations by the Property & Facilities Committee:
 - i. D'Huy Invoice # 49628 for the HS-North Roof Replacement - \$20,000.45
 - ii. D'Huy Invoice # 49630 for the Resica Roof Replacement - \$1,372.24
 - iii. D'Huy Invoice # 49632 for the Trane Controls Oversight - \$5,251.00
 - iv. D'Huy Invoice # 49633 for the HS-North/Lehman Water Heater replacement - \$840.00
 - v. D'Huy Invoice # 49629 for the HS-North Roof Replacement – Forensic Investigation - \$795.00

- t. Mr. Schlameuss asked if cameras on the busses are able to capture license plate numbers as they pass a stopped bus with its arms out indicating for cars to stop. If so, the district can recover money by imposing a fine. Dr. Riker said currently each bus has three cameras. Mr. Schlameuss asked if one more camera can be added to capture this information. Dr. Riker said that the information from the cameras are recorded onto SD cards; therefore, another camera can be added. Mr. Schlameuss asked if a company can install these cameras and collect the money for us from the fines that can be imposed when a car passes the bus. Chief Mill said the district would need to have an agreement with the

municipalities because all the fines would go to them. Dr. Riker said further discussion can be held on this topic. Chief Mill said it all depends on the Judge on how the money will be allocated. This law has to be passed by the State. Mr. Schlameuss said this camera should not be handled by the bus driver. Chief Mill said they now have cameras on the work zones that take pictures of license plate of cars that are speeding and a ticket is issued. Mr. Schlameuss said the district would need manpower to handle this issue. Chief Mill said it would only take a couple of minutes to review. Mr. Andrews asked how often the cars not stop for the buses. Dr. Riker said this occurs very frequently. With 800 bus stops a day it happens a lot. Mr. Schlameuss said the reason he brought this issue up was not for the money but for the safety of all involved and to deter it from continuing to happen. Dr. Riker said they may have funds to help with this situation. Mr. Dymond said he thought the buses had four cameras on them. Chief Mill said currently there are three cameras on the buses. Mr. Schlameuss said the arm should contain a camera that has a rear-facing camera.

- u. Mr. Dymond suggested that when they submit the order for the Driver's Ed car, they ask for a white one. He suggested that all of the district cars, vans or trucks be purchased in white.

VI. PUBLIC PARTICIPATION – LIMITED TO ITEMS OF DISCUSSION

None

VII. ADVISORY RECOMMENDATIONS FOR CONSIDERATION BY THE BOARD OF EDUCATION

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 Larry Dymond and carried unanimously, 3-0.

1. The proposal from Pearson in the amount of \$14,293.00 for on-site training and access for 858 students, upon providing a review of competitive quotes.
2. The proposal from Pro-Ed in the amount of \$5,410.90 for testing materials to be used by the district Psychologists.
3. The additional IU Service for a Mental Health worker in the amount of approximately, \$60,000.
4. The replacement of a Driver's Ed vehicle for H.S. North, providing that three COSTAR quotes be submitted.
5. The proposal from Trane in the amount of \$14,272.00 to recover refrigerant and replace B compressor and liquid line dryer.
6. The proposal from StageRight in the amount of \$13,975.00 for the replacement of Risers in the Auditorium and to recondition the current ones.

VIII. **NEXT MEETING** – September 10, 2019 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.

IX. **ADJOURNMENT: 6:21 P.M.**

Respectfully submitted,

Patricia L. Rosado
Board Secretary