

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
BOARD OF EDUCATION  
FINANCE COMMITTEE MEETING  
December 9, 2019  
Carl T. Secor Administration Building – Board Conference Room  
5:30 P.M.  
Minutes**

- I. **The Chairman**, Rebecca Bear, 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, Rebecca Bear, and Rich Schlameuss (left at 6:35 p.m.). Larry Dymond was absent.
- III. **School Personnel Present:** Brian Baddick, Maria Casciotta, Tom McIntyre, Fred Mill, Patricia Rosado, Paul Schmid and Bill Vitulli.

**Community Members Present:** Kimberly DeBlasio

IV. **APPROVAL OF AGENDA AND MINUTES**

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by George Andrews to approve the agenda for December 9, 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 and to approve the minutes of the November 11, 2019, meeting. Motion was seconded by Rich Schlameuss.

Motion was made by Rebecca Bear to add on the agenda the Berk One Proposal. Motion was seconded by George Andrews.

Motion with additional item was carried unanimously, 3-0.

V. **ITEMS FOR DISCUSSION:**

- a. **New Position – Secretary**  
Mr. Schmid said that The Healthy, Hunger-Free Kids Act of 2010 authorizes funding for federal school meal and child nutrition programs and increases access to healthy food for low-income families. It is often referred to by as the Child Nutrition Reauthorization Bill. The Bill increased the workload in the Food Services Department. Mr. Schmid said he thought his part-time worker would be able to handle the workload. If he is able to transition his part-time worker into a full-time Secretary, the person would be able to meet all of the demands. Some responsibilities would include entering, updating, and or editing ingredient profiles, creating and editing recipes, distributing recipes, updating standardized recipe manuals, updating and distributing nutritional information to all cooks, nurses, school offices and placing all information on the website. The person would also be responsible for all aspects of the menus, maintain training files for 75 staff members, food and supply orders, etc. Currently the student debt is about \$61,000. Before Act 65 was enacted, the debt was about \$5,000. Mr. Andrews asked if the district is moving away from packaged foods and offering more fresh foods. Mr. Schmid said yes, his department

is looking into fresh foods. Mrs. Bear suggested checking more closely who truly qualifies for free and reduced lunches. Mr. Schlameuss asked when this position will begin. Mr. Schmid said he would like to get the position approved this month in order to hire someone in January. Mr. Andrews asked if there is money in the budget for this position. Mr. Schmid said he currently has a 3 hour position with benefits totals \$12,900. With the added hours he would need additional funds of \$32,705.

b. Current Projects within the District

Mr. McIntyre provided the Committee members with an update on the Current Capital Projects as of 12/5/19. No applications were added; therefore, it's basically the same information as last month. Some D'Huy invoices have been added. He said he believes that the majority of the work has been completed. Mr. Andrews said they will review the list at the next Property/Facilities Committee meeting. Ms. Bear asked why the cameras at the North school cost more than the South school. Mr. McIntyre said there are for buildings at North, (H.S. North, Lehman Intermediate, Bushkill Elementary and North Lot). Ms. Bear said if this is the case than it seems that they cost less than South. Mr. McIntyre said he would need to talk to Scott Ihle and Brian Borosh to obtain the correct information. Mr. Baddick said that he believes that cameras were added and some were replaced where are South they replaced and added cables. Mr. Schlameuss said they can obtain the answers from Mr. Borosh at another time.

c. Act 1 Resolution/Preliminary Budget

Mr. McIntyre said that they need to start talking about the 2020-2021 budget, which will need to be approved in June 2020. He said he will provide a detailed presentation at Monday's Board meeting, which will include more information about the reassessment. Mr. McIntyre spoke about the Controllable and Uncontrollable items of the budget, fund balances and Act 1 Timeline. The Board will need to decide at the December 16<sup>th</sup> Board meeting if they would like to move forward with a preliminary budget or an opt-out resolution. The new Board members along with the rest of the Board members must make a decision on whether they want to raise taxes above the index or not. If the Board wishes to adopt the Act 1 Resolution, then they have the option to raise taxes but not above the 3.2% index. Otherwise, he will need to post a preliminary budget on or before January 9<sup>th</sup> and the Board will need to approve the preliminary budget. If this option is selected, the district will need to submit exceptions to PDE for approval and the determination occurs in March 2020. The deadline to approve a proposed Final Budget is May 31 and the Final budget is due by June 30<sup>th</sup>. Ms. Bear asked which one does the Board normally do. Mr. McIntyre said that the Board for the past 7 years has approved the Resolution not to raise taxes above the index. The Townships and Boroughs are still working on their numbers. Mr. McIntyre provided an estimated millage after Monroe County Reassessment. Mr. Andrews asked how these numbers differ from the previous years. Mr. McIntyre said the property base rate dropped and new construction may bring a change. Ms. Bear said Pike County has not reassessed. Mr. McIntyre said they have not. The tax levy must be balanced between Monroe and Pike Counties by relative Market Values. Assessed Values in Monroe County increased significantly due to the reassessment and assessed values slightly decreased in Pike by \$554,000. The projected total for 2020-2021 is \$162,198,200 which is a -0.01% change from this year due to Title money going down and the bus buy-back is no longer available. Mr. Schlameuss asked if there was a decreased in Federal funds. Mr. McIntyre said he will get information about the Federal budget in April or May. Mr. Schlameuss asked where are the ACCESS funds. Mr. McIntyre said it is part of the Federal funds. The budget includes the wages and benefits, which equal 71%, debt service equals 11%, fixed district costs equal 82%, less than 20% of the district's costs are

variable and some items not that are not controlled by the district are special education and alternative services, charter school tuition, insurance, etc. \$0.71 of every \$1.00 is spent directly or indirectly supporting student learning, \$0.11 of every \$1.00 is spent on Debt Service, \$0.13 of every \$1.00 is spent on Maintenance & Operations and \$0.05 of every \$1.00 is spent on Administrative activities. In Summary the projected starting deficit is \$5.9 MM, Act 1 Index is 3.2% or \$1.5 MM (adjusted), In December the Board must make a decision on whether to go with a Preliminary Budget or adopt the Opt-Out Resolution.

d. PlanCon K GO Bonds Series of 2019

Mr. McIntyre said that the Series of 2019 Bonds have already been approved by the Board. Now the paperwork for the reimbursement program needs to be completed and approved by the Board. Ms. Bear said that the fees for the bonds are too expensive. Mr. McIntyre said he will mentioned it to the Bond Counsel since this was already completed.

e. IU Fuel Bids- Discussion (Opening 12/11/19)

Mr. McIntyre said he placed this item on the agenda to inform the Committee members that he will place a motion on the Regular Board meeting agenda once he received the results from the bid opening on 12/11/19.

f. iRead program - \$86,984.95

Ms. Maria Casciotta said that the district would like to purchase a supplemental reading program. They researched for a program for several students who are performing at an instructional level that is more than two years below their grade level. It is the district's legal requirement to differentiate our instruction and instructional materials to close the educational gap of each student with an IEP. Last year, the Elementary and Secondary Special Education Departments reached out to vendors to investigate alternative English Language Arts programs for our students with disabilities in grades K-12. They met with Houghton Mifflin Harcourt (HMH) to review their iRead, System 44 and Read 180 systems. They also met with McGraw Hill to review their SRA Reading Program, the Reading Mastery series for K-4 and Corrective Reading for grades 5-12. The team unanimously selected the HMH – iRead program. Ms. Bear asked if this program will replace what was previously bought. Ms. Casciotta said it will be a supplemental program for students not meeting requirements and that have an IEP. Ms. Bear asked what if the program does not work. Mr. McIntyre said they can stop paying for the product. Ms. Casciotta said they will work with the programs and weigh the pros and cons of it. Ms. Bear asked if the students would be able to work at home on the program. Ms. Casciotta said they can. Mr. Schlameuss asked if the program is just online. Ms. Casciotta said it is not. The district will be purchasing licenses for all levels. This year the cost is a higher because materials will be included. Next year, the district will only pay for the licenses. Mr. Schlameuss asked if ACCESS will cover this cost. Mr. Baddick said it will.

g. Security Position moved to 10 Month School Police Position

Chief Mill said that he would like to eliminate a School Security Officer position and add a School Police Officer position. Currently Raquel Santos who was a security officer would be reassigned into an open School Police Officer position. By having an extra Police Officer, it will allow better coverage across the district when a security or police is absent. The Training is the same since the new State requirement applies to both Security Officer and Police Officer. There will be some overtime savings, too. The cost for the conversion would only be an additional \$2,662.00. Mr. McIntyre said it would cost an additional \$7,000. Ms. Bear asked if the district will save money over time. Chief Mill said there may be some cost savings in the long run. Ms. Bear asked if there would be any issues in

the schools, since he is eliminating a security officer. Chief Mill said there are 4 security officers in the high schools and 3 security officers in the intermediate schools. They are keeping abreast and in control of all situations.

h. Invoices

Mr. McIntyre said since the Property/Facilities Committee could not meet this month, they asked him to place the following invoices on the agenda for the Finance Committee to review and forward on the Regular Board agenda.

- i. Curtain replacement at JTL – Center Stage Lighting & Rigging, Inc. Inv#110349- \$10,591.89
- ii. HSN/Lehman Roof Investigation – D’Huy Engineering Invoice #50281 - \$2,991.20
- iii. Trane Controls Oversight – D’Huy Engineering Invoice #50284 - \$1,312.75
- iv. Resica Roof Replacement – D’Huy Engineering Invoice #50282 - \$2,337.00
- v. HS North Roof Replacement – D’Huy Engineering Invoice #50280 - \$32,367.60
- vi. HS South Camera Replacement – D’Huy Engineering Invoice #50139 - \$2,128.00
- vii. North Campus Camera Replacement – D’Huy Engineering Invoice #50283 - \$479.83
- viii. HS South Camera Replacement – D’Huy Engineering Invoice #50285 - \$2,128.00

i. Berkone - Act 80 Proposal

Mr. McIntyre said just as the district did last year, he would like the Act 80 Proposal from Berkone approved in order for them to identify PA addresses belonging to the district’s jurisdiction. This will eliminate unnecessary shipping costs. He is recommending Bundle B, which includes the least cost. By law, the district is required to check all addresses. Berkone has done the work in the past and the district has had no problems with them.

**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 Rebecca Bear and carried unanimously, 3-0 (before Rich Schlameuss left he agreed upon forwarding the following items on the Board agenda).

1. The reclassification of one current part-time (10 month, 3 hour) cafeteria secretary to one full-time (12 month, 7.5 hour) cafeteria secretary position.
2. PlanCon K for GO Bonds, Series of 2019.
3. The proposal from Houghton Mifflin Harcourt in the amount of \$86,984.95 for the subscription and materials for iRead and System 44 NG.
4. The reclassification of one vacant security officer (10 month) position to a school police officer (10 month) position.
5. The following invoices for services rendered:
  - D’Huy Engineering - HS North Roof Investigation - Invoice #50281 - \$2,991.20
  - D’Huy Engineering - Trane Controls Oversight - Invoice #50284 - \$1,312.75
  - D’Huy Engineering - HS North Roof Replacement - Invoice #50280 - \$32,367.60

- D'Huy Engineering - Resica Roof Replacement - Invoice #50282 - \$2,337.00
  - D'Huy Engineering – North Campus Camera Replacement- Invoice #50283 - \$479.83
  - D'Huy Engineering – HS South Camera Replacement- Invoice #50139 - \$2,128.00
  - D'Huy Engineering – HS South Camera Replacement- Invoice #50285 - \$2,128.00
  - Center Stage Lighting & Rigging, Inc. – Stage Curtain replacement at JTL - \$10,591.89
6. Bundle B - Basic Services of the proposal from BerkOne for Act 80 Comparison Services in the amount of \$730.00

VIII. **NEXT MEETING –**

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by Rebecca Bear to approve the following meeting dates. Motion was seconded by George Andrews and carried unanimously, 3-0 with change of location for the meeting on January 13, 2020.

January	13,	2020	-- 5:30 PM – High School North – Library
February	10,	2020	-- 5:30 PM – Carl T. Secor Administration Center – Board Room
March	09,	2020	-- 5:30 PM – Carl T. Secor Administration Center – Board Room
April	14,	2020	-- 5:30 PM – Carl T. Secor Administration Center – Board Room
May	11,	2020	-- 5:30 PM – Carl T. Secor Administration Center – Board Room
June	08,	2020	-- 5:30 PM – Carl T. Secor Administration Center – Board Room
July	13,	2020	-- 5:30 PM – Carl T. Secor Administration Center – Board Room
August	10,	2020	-- 5:30 PM – Carl T. Secor Administration Center – Board Room
September	15,	2020	-- 5:30 PM – Carl T. Secor Administration Center – Board Room
October	12,	2020	-- 5:30 PM – Carl T. Secor Administration Center – Board Room
November	09,	2020	-- 5:30 PM – Carl T. Secor Administration Center – Board Room

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by Rebecca Bear to adjourn. Motion was seconded by George Andrews and carried unanimously, 2-0.

IX. **ADJOURNMENT: 6:54 p.m.**

Respectfully submitted,

Patricia L. Rosado  
Board Secretary