

**EAST STROUDSBURG AREA SCHOOL DISTRICT
BOARD OF EDUCATION
FINANCE COMMITTEE MEETING
August 10, 2020
VIA Zoom
5:30 P.M.
Minutes**

- I. **The Chairman**, Rebecca Bear, called the Finance Committee meeting to order at 5:35 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, Larry Dymond and Rich Schlameuss.
- III. **School Personnel Present:** Brian Baddick, Anthony Calderone, Diane Kelly, Tom McIntyre, Dawn Rohrer, Patricia Rosado, William Vitulli and Steve Zall.
- IV. **Community Members Present:** None
- V. **APPROVAL OF AGENDA AND MINUTES**

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Richard Schlameuss to approve the agenda for August 10, 2020 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 George Andrews and carried unanimously, 4-0.

RECOMMENDATION: Motion was made by George Andrews to approve the minutes of the July 13, 2020 meeting. Motion was seconded by Larry Dymond and carried unanimously, 4-0.

VI. ITEMS FOR DISCUSSION:

a. **Transfinder Proposal**

Ms. Dawn Rohrer said she is requesting to purchase hosting services from Transfinder. They currently use Routefinder Pro and in looking at all the data and information they use and store on a daily basis, hosting by Transfinder would prevent overload of their existing server and keep their information more secure. Additionally, they would be able to access Routefinder Pro from any computer without a VPN. The hosted server would enable users of the browser-based software to access it from home or office. Currently they are working on different scenarios for the beginning of the school year and have received a call from ITEC informing them that the servers are full. This causes problem with the speed of the program. Using the cloud would make the information more secure. Currently, there is a limit of what they can store. The cost of the program is \$7,175 per year. There are a lot advantages to using this service. The program has automatic routing. They will use Transfinder Pro Plus to prepare the routing once they input the all of the information that will be needed. This expense includes database server, application servers, storage and data maintenance. This service can be accessed from anywhere and on any device (phone, computer, etc.) since VPN will not be used but rather the cloud will contain the information. Ms. Rohrer said there is no additional expense to use Transfinder

Pro Plus. Mrs. Bear asked if it will cost more to use Transfinder Pro Plus. Mr. Schlameuss said he believes this would be a good move since it's important to have access anywhere and may eventually save us some cost year after year. Mrs. Bear said that they received a demo from Transfinder and is this what they were shown with mapping information. Ms. Rohrer said that they currently do not have the mapping section. She is not sure what was demonstrated to the Board but the gentlemen from Transfinder was probably using a district computer that was using VPN. Ms. Rohrer said that she has used Transfinder before; therefore, is familiar with what it can do. Currently everything is done manually. With Transfinder Pro Plus, it will do the routing for them. Mr. Dymond said when they had the presentation, the gentlemen loaded everything up in 5 minutes. Ms. Rohrer said the application that the program that Transportation has will not do that. With Transfinder Pro Plus, she will have much more capabilities. Mr. Andrews asked if all information will be placed on the cloud. Ms. Rohrer said that all information will be placed on the cloud. Mr. Andrews asked if all of the information is currently on the district's system. Mrs. Bear asked where is the information backed up now. Ms. Rohrer said currently all information is on the district's server. Mr. Andrews asked if freeing up this space will allow space for other things. Mr. McIntyre said it should. He said that this expense would be about \$200 more than what they are paying now. Mr. Rohrer said they currently pay \$6,950.00 a year and but this would be in addition to that amount. Mr. Dymond said he thought the district already bought more software. Mr. McIntyre said the district purchased an updated its firewall. Mrs. Bear asked if in-house servers in the district can be hacked. Ms. Rohrer said any server can be hacked. Mr. McIntyre said they purchased new software for Munis. Mr. Dymond said that the district has spent a lot of money to fix servers and add backup systems. When is this expense going to end? Mr. Schlameuss said there has been no redundancies on this particular type of expense. His question is what is the value by going to this Transfinder Pro Plus vs. what we have now. There is value in knowing it can be accessed anywhere and that it is faster. Mrs. Bear asked if the VPN goes down for those working remotely. Mr. McIntyre said he does not have this information. Mr. Andrews asked if someone has to access information, can they access it from anywhere or do they have to be at the Transportation Department. Ms. Rohrer said you can access it with the VPN from anywhere as long as you have internet but it is much slower. Mr. Andrews asked if Transfinder Pro Plus is much faster and can it be accessed from anywhere. Ms. Rohrer said the browser will be much easier and faster for all that use it (employees, parents, etc.) and it is secure. Ms. Rohrer said the issue is that the servers are full and often go down. Today they had a problem with connection in their building. Servers being down affects their abilities to get ready for the start of school. Mrs. Bear asked if the contract is for one year and or do they have to renew. Can the program be used for one year and then decide if they want to continue? Ms. Rohrer said she is not sure and asked Mr. McIntyre if he is aware. Mr. McIntyre said he does not know about this contract, but his department moved all their information into the new server. Ms. Rohrer said ITEC spends a lot of time on this program due to all of the problems. With the new Transfinder Pro Plus, it would alleviate all these issues. Mr. Andrews said we can probably free up the ITEC person from our payroll. Mr. McIntyre said the ITEC personnel has other job functions that he has to perform. Mr. Dymond wonders why there are so many issues with Transfinder. Mrs. Bear asked if Ms. Rohrer used Transfinder with the in-house server. Ms. Rohrer said she did and is excited to use Transfinder Pro Plus. The cloud does not operate in the same way. She said it will be up to the Board to make this decision. Ms. Rohrer said using the in-house server will cost more than \$7,200 to upgrade. Currently, they are storing student information, bus information, employee information, reports, etc. It is very taxing on the in-house server. Mrs. Bear asked if this program will help in keeping up with the maintenance of the buses. Ms. Rohrer said absolutely. Mr.

Dymond asked if they have routes set up to start off the school year. Ms. Rohrer said they are 90% set up and have to go over some group lists. They are almost done. Mrs. Bear asked what number of students will be riding the bus. Mr. Rohrer said currently she has about 30 students on a bus. Many parents will be transporting. They will not know for sure until they see who actually takes the bus. Mr. Dymond asked if they have a seat scheduled for all students except for the ESACA students. Mr. Rohrer said he is correct. Mr. Schlameuss said he believes many parents will be transporting as he will. Ms. Rohrer said they have plans for teachers for the unloading of students. Hand sanitizers will be provided. Mrs. Bear asked if afterschool activity runs have been planned. Ms. Rohrer said she has not received any information for this yet. She will prepare runs once she is given information. Mr. Schlameuss said this will be a decision that the Board will have to make. Mr. Dymond said that if we have Transfinder Pro Plus and no after-school activities, will a second dispatcher be needed. Ms. Rohrer said this is a good question if there are no afterschool activities but she will speak to Mr. Forsyth about it.

b. Edgenuity Proposal

Dr. Vitulli said the Edgenuity proposal represents the increase in enrollment of 400 kids. As of now, they are going to have to go higher for an additional 550 students. \$100,000 is a substantial decrease of the original quote of \$176,000. Mr. McIntyre said that the initial quote was \$176,000 for 400 additional students. Dr. Vitulli went back to Edgenuity and asked for a decrease in the original amount since we already have the program. The cost is \$250 per student. Mr. Schlameuss said the amount would be an additional \$37,500 for a total of 550 students. Mr. Dymond asked if the district opens up in-person, will they get a refund. Mr. McIntyre said this payment is for the students that will be attending ESACA. Mrs. Bear said if the students decide to go back into brick and mortar in January, will the district receive a reimbursement for the difference. Mr. McIntyre said the district is purchasing a license per student. Once we purchase it, the cost is for one year. Mr. Andrew asked if these licenses are for the elementary students. Mr. McIntyre said that is correct. Mrs. Bear asked how much does a license cost for the secondary students. Mr. McIntyre said he does not have this information with him tonight. Mrs. Bear asked said if the 550 students choosing ESACA will choose asynchronous or synchronous, which will be through Edgenuity. The other Group A & B students will be learning in-person and with google classroom. Mr. Andrews and Mr. Dymond said that is correct. Mr. Dymond asked if this cost is being paid through a grant. Mr. McIntyre said it is being paid through the Cares Act. Mr. Schlameuss said he received information today that another grant was awarded in the amount of \$2,000, which can also be used for these types of expense. Mrs. Bear said that hopefully they can switch to Google Classroom as opposed to Edgenuity for the ESACA students. Mr. Andrews said we are using Edgenuity with the elementary students to help us get through this pandemic. Mrs. Bear said Google Classroom should be looked into for the near future.

c. PEMCO furniture replacement quote

d. Lakeshore furniture replacement quote

Mr. Brian Baddick said the information that the Board members have in front of them is for the ongoing projects that are occurring within in the district within the Special Education classrooms. He said his department completed furniture replacement in five elementary emotional support classrooms. They are now moving onto the elementary learning support and secondary level schools. The two vendors that are presented here tonight have been used previously and are CoStar vendors. The cost for the H.S. South emotional support classroom from PEMCO totals \$11,322.27. The two learning support classrooms from Lakeshore total \$15,880.88. Why are they being replaced, because the

furniture is old. He said his group made an in-house audit of all furniture and are looking for more therapeutic furniture. It will help with the emotional and social learning. It will also meet the social distancing guidelines. The proposals will be paid by the ACCESS Program where they have several million dollars for projects as these. They are able to replace, build and support special education programming through access. This is one example of what the funds will be used for. The price includes the product, shipping and installation. Mr. Andrews asked if the furniture set up meet the social distancing because he noticed that some furniture is round and others are square. Mr. Baddick said the furniture will fit their needs because they are moving away from large desks and the new furniture can be pulled apart. There is a lot of flexible seating that can be accomplished. The furniture can be lowered and raised to accommodate the student. It can also be split and put back together. It also compliments the trauma informed setting and it is therapeutic. Mr. Andrews how many rooms are being done. Mr. Baddick said one room at H.S. South and two rooms at Smithfield Elementary are being done. Mr. Andrews asked if new rooms are being created or have they been there before. Mr. Baddick said they are existing classrooms. They are getting rid of outdated and damaged furniture, which does not meet the current needs. He said they are concerned with safety and the new furniture will be conducive for the learning environment. Mr. Andrew asked what will be done with the old furniture. Mr. Baddick said the old furniture cannot be reused. Mr. Schlameuss asked if there is a process that the district must follow in order to get rid of or sell the furniture. Mr. McIntyre said that there is a process for items that cost over \$2,000. This furniture is probably not on the district's asset list. Mrs. Bear recommended giving some furniture to a daycare. Mr. Schlameuss asked if the furniture is in good condition. Mr. Baddick said some of it is good but not all of it is good for education. He said the district wants furniture that is school approved for students. He said they are monitoring all furniture to see why we have it and what it is being used for. Mrs. Bear asked if the furniture can be cleaned easily. Mr. Baddick said the furniture is heavy plastic and easier to clean. It is made with recycled plastic and metal and is very sturdy. The furniture has wheels that are able to be locked and it supports the social distancing requirements in all special education classrooms. Mr. McIntyre said he will speak to the district's Solicitor, Chris Brown, to see if giving away the furniture will pose a liability issue as opposed to bidding it out. Mr. McIntyre said that not only did Dr. Vitulli receive a discount from Edgenuity but Ms. Mary Olszewski, from Special Education, was also able to get a discount from one of the vendors, PEMCO of about \$1,500. Everyone in the district is trying to create savings for the district. Mrs. Bear said she is happy that her constant questioning about lower prices is prompting everyone to start looking for the best savings for the district.

e. Current Projects within the District

Mr. Tom McIntyre said this month's report includes items that were added since the last meeting. Mr. Andrews asked if the items that are highlighted in yellow were paid since the last meeting. Mr. McIntyre said if they are approved at Monday's Regular School Board meeting, they will be paid. Mrs. Bear asked if the \$39,456.60 for the J.T. Lambert Camera Installation is the last payment. Mr. McIntyre said he believes this is the last payment. Mrs. Bear asked if more payments will need to be made for the North H.S./Lehman Intermediate Roof project. Mr. McIntyre said there is probably one more payment and then the punch list items will need to be looked at. Mr. Dymond asked why was there flooding last week up North. Mr. McIntyre said that he last heard that D'Huy Engineering was working with the contractors on this issue. Mr. Andrews asked if the carpet was damaged. Mr. McIntyre said a computer lab was affected. Mr. Andrews said he believes the skylight was damaged, too. Mr. Schlameuss asked if the area that leaked was an area

that was already done. Mrs. Bear said she believes the area was already done. Mr. Schlameuss said this gives the contractors an opportunity to review all the issues before they are done with the job. Mr. Dymond asked if any floods occurred at Resica Elementary School or Middle Smithfield Elementary School. Mr. McIntyre said he is not aware of any issues but he is not on the email chain that the Property/Facilities Committee members send. Mrs. Bear recommended that all of these questions be discussed at the Property/Facilities Committee meeting that is scheduled for tomorrow. Mr. Dymond asked if the Water Heater Replacement Project is still on the list. Mr. McIntyre said the project is still on the list and he believes that they are still going over some punch list items. Mr. Dymond asked if we still owe the contractors \$230,850.00. Mr. McIntyre said this amount was paid but \$69,150.00 is still owed. Mr. Dymond suggested that the final payment be withheld until all of the issues are corrected. Mr. Andrews asked is Trane is still working on the ATC upgrade at North/Lehman and do we still owe them \$283,863.79? Mr. McIntyre said that the ATC upgrade is still be worked on and they are going over all punch lists. They will regroup during the second week of September to go over everything. Mr. Andrews said he hopes the committee members are given an update tomorrow at their meeting. Mrs. Bear said she hopes the committee will have the answers by tomorrow in time for their meeting on the rain damaged that may have occurred at H.S. North, Lehman Intermediate, Resica Elementary and/or Middle Smithfield Elementary. Mrs. Bear said after the wrestling room was done, they moved the gentlemen that was using this space for an office. He was told that he could not share an office with some guidance counselors; therefore, is being moved into a storage closet at Lehman Intermediate. A window and door are being built. Where is this expense being covered by? Mr. Andrews said this should be discussed with the Administrator of the building and the Property/Facilities Committee meeting tomorrow. Mr. McIntyre said if it is routine fix then the Facilities Department can cover this expense. If it is a wish list item, then the building administrator's budget should cover it. Mr. McIntyre said these questions should be asked before the work is being done. Mr. Dymond said the individual cannot share the office because the counselors are using it with students. Mrs. Bear said the individual asked if he can share the space because he would need it after hours and was told that he cannot. Mr. Dymond said it is because of the confidentiality of meeting with students. Mrs. Bear said the counselors are not meeting students but rather preparing paperwork.

VII. RECOMMENDATIONS BY THE PROPERTY & FACILITIES COMMITTEE:

- a. Property and Facilities Committee Meeting was moved to Tuesday, August 11, 2020

VIII. PUBLIC PARTICIPATION – LIMITED TO ITEMS OF DISCUSSION

None

IX. ADVISORY RECOMMENDATIONS FOR CONSIDERATION BY THE BOARD OF EDUCATION

1.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by George Andrews to approve the proposal from Transfinder to move data from district servers to a cloud base service in the amount of \$7,175. Motion was seconded by Richard Schlameuss and carried unanimously, 4-0.

2.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Richard Schlameuss to accept the quote from Edgenuity in the amount of \$100,000.00 for 400 additional Elementary Student Licenses and an additional 150 students to cover the increase in enrollment. Additional students will cost \$250.00 each. Motion was seconded by George Andrews and carried unanimously, 4-0.

3.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by George Andrews to accept the quotes from P.E.M.Co. to provide classroom furniture for a new emotional support classroom at HS South in the amount of \$11,322.27, pursuant to COSTARS Contract #35-015 and to accept the quotes from Lakeshore to provide classroom furniture for two classrooms in the amount of \$15,880.88, pursuant to COSTARS Contract #004-056. Motion was seconded by Larry Dymond and carried unanimously, 4-0.

X. **NEXT MEETING** – September 15, 2020 at 5:30 pm at High School South – Auditorium and via Zoom.

RECOMMENDATION BY THE COMMITTEE:

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

XI. **ADJOURNMENT:** 6:40 p.m.

Respectfully submitted,

Patricia L. Rosado
Board Secretary