

**EAST STROUDSBURG AREA SCHOOL DISTRICT
BOARD OF EDUCATION
FINANCE COMMITTEE MEETING
January 11, 2021
VIA Zoom
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, Larry Dymond and Rich Schlameuss.
- III. **School Personnel Present:** Brian Borosh, Anthony Calderone, Diane Kelly, Tom McIntyre, William Riker, Patricia Rosado, and William Vitulli.
- IV. **Community Members Present:** Jennifer Floyd

Other: Rachael Gougher – Zelenkofske Axelrod LLC
Jeff Weiss – Zelenkofske Axelrod LLC
- V. **APPROVAL OF AGENDA AND MINUTES**

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Richard Schlameuss to approve the agenda for January 11, 2021 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, 4-0.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Richard Schlameuss to approve the minutes of the December 15, 2020 meeting. Motion was seconded by George Andrews and carried unanimously, 4-0.

VI. ITEMS FOR DISCUSSION:

a. FY 2020 Audit

Ms. Rachael Gougher of Zelenkofske Axelrod LLC thanked everyone in the Business Office who assisted her with the audit especially with the new format they had to follow due to COVID-19. She reported as follows:

Pages 1-3 stated their audit opinion. It states that in their opinion, the financial statements referred to present fairly, in all materials respects, the respective financial position of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the ESASD as of June 30, 2010, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

In page 2, paragraph 1, Emphasis of Matter, it states that Note 16 indicates a subsequent event may have a significant impact on the operations of the District. In this case, it was COVID-19.

Pages 4-11 is the Management Discussion and Analysis. She said they do not audit this section but checked to make sure there is no conflicting information with all of the financials. It is good to read through in order to get a better understanding of this report.

Pages 12-13 contain the Government Wide Statements. The first column has the Governmental Activities which are the assets, deferred outflows of resources, liabilities deferred inflows resources and net position. The business-type activities are the food services funds, which she said she will go through in a couple of pages. The main thing to point out is the unrestricted total net position has a deficit of approximately 174 million dollars. Out of that amount, the net pension liabilities are about 215 million dollars and net OPEB obligation (health care) is 41 million dollars. These two amounts are driving down the net positions.

Page 14 has the Governmental Funds. The first column is the General Fund which is the main operating fund of the district. The Fund balance is about 49 million dollars. This is about an increase of 2.7 million dollars from the prior year. Out of the 49 million dollars, the district has about 6 million dollars unassigned (details are on page 54). All of the 49 million dollars, except for 6 million dollars is committed, assigned or restricted.

Page 15 has the Reconciliation of the Governmental Funds Combines Balance Sheets

Page 16 contains the Statement of Revenues, Expenditures and Changes in Fund balances. There was an increase in total revenues of about 2.7 million dollars due to a decrease of expenditures of about 3.4 million dollars.

Pages 18-20 is the Statement of Net Position of the Proprietary Fund. The cafeteria funds have a deficit of 5.4 million dollars. There is about 6 million dollars in the net pension liability and unemployment benefits that bring down that position.

Pages 21-22 contains the Fiduciary Funds such as scholarships, student activities, concessions and fiduciary funds. The agency funds due to GASB 84 will be changed next year. These funds will become custodial funds and will be part of the Special Revenue Funds or Custodial Fund. The district will have to show the statement of revenues and expenses. Mr. McIntyre and Mrs. Kelly are working on how to make the changes for next year. Mrs. Bear asked if only the Government Accounting Fund will have to make that change. Ms. Gougher said yes. It was supposed to be changed this year but due to COVID-19, it now has to be done for next year.

Pages 23-54 has the Financial Statement Notes. The first section talks about the schools' operations and policies that help readers to, understand the district. Page 30 talks about GASB 95 which is the postponement of the effective date of certain authoritative guidance. One being GASB 84, Fiduciary Activities. The District is required to adopt Statement No. 84 for its fiscal 2021 financial statements. GASB No. 95 also covers GASB 87, which is for leases. The district is required to adopt Statement No. 87 for its fiscal year 2022 financial statements.

Page 40 has information about the Pension Plan and it contains details of the different parts of the pension plan.

Page 44, Note 10 contains information that as of July 1, 2019 any new employee cannot enroll in the stand alone benefits plan. There are new options for new employees. The plan changed as a whole.

Note 11 contains information about PSERS Health Care options, which started about three or four years ago.

Page 49, Note 11 continues with other postemployment benefits for PSERS. It contains information about sensitivity of the school's net OPEB liability changes in the discount rate.

Page 54 – Note 15 contains the Fund Balance broken down by assigned, committed or restricted funds. Note 16 indicates that the auditors are required to disclose anything major. They reported that the district took out a refunding of General Obligation bond, Series 2020 in the amount of \$16,250,000. The auditors also included a general paragraph regarding the pandemic. There is a lot of uncertainty of how much it is affecting the district. There could be a significant impact to the district in the near future.

Page 55 is the Budgetary Comparison Schedule for the General Fund. The total revenues are about \$730,000 under budget and the expenses are about 3.3 million dollars under budget.

The next couple of pages contain details about the pension and OPEB plans.

Page 62 has the single audit report in addition to financial statement. The auditors tested for compliance in the over internal control and federal programs. This year they reported a clean audit opinion, which included no findings. They tested the title funds' major programs. They test this area every year depending on how much was spent.

Page 66 contains the Schedule of Federal Awards. All other pages indicate that they tested Title 1 and no findings or non-compliance was found.

Mr. Dymond asked for the names of the auditors and asked if their names are on the report. Mr. Weiss said the firm's name is on the report because they are the signatory. Mr. Dymond said he would like to know who completed the report. Mr. Weiss provided Mr. Dymond with a business cards of the two auditors.

Mr. Schlameuss said everything appeared to be well done regardless of the challenges they faced. Mr. Weiss said everyone in the district cooperated to get it done. He said he appreciates everyone's assistance. Mr. McIntyre thanked the auditors for their patience in getting the information to them around this COVID-19 time.

b. Computer Bid Results and Financing – Discussion

Mr. Borosh said that he mentioned last month that the district would be bidding on equipment. They received all bids back. One bid was for twenty-one HP Desktop computers and related peripherals and 7 HP Laptop and related peripherals for six elementary schools. Eleven quotes were obtained and Staples was the lowest bidder at \$119,643.35. The second bid was for 1,487 Lenovo Chromebooks for students in grades 1

and 5 at each elementary school as well as grade 9 for both high schools. Eleven quotes were obtained and the lowest bidder was SHI at \$536,063.50. The third bid was for 6 iMac Desktops and 295 MacBook Laptops and related peripherals for the six elementary schools in the amount of \$483,163.25 from Apple. All iMac labs from elementary schools were removed, which rendered a savings to the district. There are some iMac labs in other schools. He said he received leases for other items and the price came in favorably. Mr. Andrews asked if 95 computers are for the teachers. Mr. Borosh said they are for the teachers at six elementary schools. Mrs. Bear asked if the district gets any discount on MacBook's. She said she gets a discount at her job and the district is buying 295 computers. Mr. Borosh said we have received discounts in the past. Ms. Bear said she sees that Apple is giving us \$10 off. Mr. Borosh said he has been dealing with Apple for a long time and they do not like to give discounts. Mrs. Bear asked if we have to use Apple computers. Mr. Borosh said they have to use Apple computers because that is the way the curriculum is written. Mrs. Bear said the district is purchasing 295 computers and all we get is \$10 off. Mr. Schlameuss said if the public would buy a computer, they would get \$100 off. Mrs. Bear said the list price is \$1,249 and the district's price is \$1,239. Mr. Borosh said \$10 is the discount. Mrs. Bear said Apple should at least give us a three-year warranty for free. Mr. Borosh said when the district buys the iPhones, they do not come with a charger. The charger is a separate charge. Mrs. Bear said that Apple is nickeling and diming the district. Mr. Borosh said the district has been buying extra charges because some individuals may need to take their equipment to different locations. This will prevent wear and tear on the charger. If the individual breaks a charger, they do not get a replacement. Mr. Schlameuss asked why is there a purchase of the Mini Dock Thunderbolt 3. Mr. Borosh said the mini dock box is for hooking up all of the equipment, i.e. a second monitor, laptop, camera, etc. A lot of equipment can be plugged through it. Mr. Borosh said ITEC bought different brands to check how they worked. Mr. Calderone said they tested less expensive models but they did not do everything they said it would do. Mr. Andrews asked if projectors can also be connected to the box. Mr. Borosh said they can be as well as all of their technology tools in the classroom. Mrs. Bear asked who are the two 16 inch iMacs for. Mr. Borosh said the two 16 inch iMacs are for two ITEC technicians who have to image everything at several buildings. He said we also did well with financing these purchases.

Mr. McIntyre said that the district received seven bidders out of eleven. The district has dealt with some of the vendors in the past. American Capital is the lowest bidder but not by much at \$167,248.49. The main difference is American Capital is a broker so they will be selling to someone else. Other vendors are banks; therefore, they house the lease the whole time. Other than that, American Capital came \$1,000 less than First American. Mr. Dymond asked if these purchases were budgeted. Mr. McIntyre said they were. The purchase is part of the 2021-2022 budget and has rendered a savings of about \$94,000 a year due to the lease rate. Mrs. Bear asked if the employee can purchase the previous equipment for \$1. Mr. Borosh said the district sells the equipment to recycling companies. They do not sell it to employees. In his opinion, the equipment should be sold to taxpayers first and the equipment has to be wiped clean. Also, the previous Solicitor advised not to sell anything electrical due to liability issues. The district gets pretty good deals on the equipment when they sell it back to recyclers. We just sold some equipment and will get a check soon. The recyclers wipe data and the district gets a certificate that there is no data left on them. The recyclers may send the equipment to other countries. He said he finds this is the best route to take. Mrs. Bear suggested donating the equipment to schools overseas. Mr. Schlameuss asked how much money does the district get for the equipment. Mrs. Bear said the equipment can be donated once it is wiped clean. Mr. Borosh said the

district can get about \$72,000 to \$74,000 for the equipment, depending on the school year. If we give the equipment away, the district would miss out on a significant amount of revenue. Mr. Andrews asked how much would the district receive for a Chromebook. Mr. Borosh said in the past, Chromebooks do not have a lot of value. The district can receive from zero dollars to twenty-five dollars, depending on the condition of the equipment. Mrs. Bear said if the district donates the computers, it may be a liability issue. She asked why does the district only use Lenovo for the Chromebooks. Mr. Borosh said that about six years ago, the district had 13 different vendors come in and their computers were evaluated by teacher. The teachers liked the Chromebooks from Lenovo. The district continued to order this device and the model has changed. The current one is more durable. Durability and life of the battery is what the district looks at. Although, durability is priority. Mrs. Bear said kids can be tough on the Chromebooks. Mr. Borosh said the Chromebooks hold up pretty well. Mr. Andrews asked if the district has any protection on them. Mr. Borosh said the district insures them if they are dropped or damaged in order to be replaced. Mr. Schlameuss asked if the district has a list of how many are replaced. Mr. Borosh said they had a list before COVID-19 occurred. The district has a self-maintaining program. They get to make the decision on accidental device protection and warranty. Instead of sending the Chromebook out to be fixed or replaced, they can service it in-house and get paid for them. Parts are sometimes an issue. Mrs. Bear asked when 8th graders turn in their Chromebooks, does the district keep any. Mr. Borosh said they keep some Chromebooks to use as a spare or for parts. If a computer is damaged or has an issue, the student will not get back the same model that they had. Some computers get recycled. Mr. Borosh said they will buy 12% more than they need in for spare parts or if there is an increase in students. The district is amply covered. Mr. Andrews said since we are paying for when the computer is damaged accidentally, do the parents have to pay. Mr. Borosh said only if it is covered under the plan. Once we bring the coverage in-house, we have more control over it. Currently if it is covered, there would be no charge. Mrs. Bear asked if there is a deductible. Mr. Borosh said there is no deductible. If a Chromebook gets damaged accidentally, then the parent would not be charged. Mr. Andrews said that due to the current economy, it would not be a good idea to charge the parent. Dr. Riker thanked Mr. Borosh for his work. He said there has never been one time that Mr. Borosh has not saved the district on any expense. He thanked the Board for allowing the district to purchase these devices that are needed. This is why ESASD shines in providing the resources needed during the current pandemic. Mr. Borosh has always brought competitive costs and savings to the district. Mrs. Bear asked if the current expense is \$94,000 less than what was budgeted. Mr. McIntyre said it will save money in next year's budget. Mr. Dymond asked how is this a savings. Mr. McIntyre said that they had budgeted a specific amount and the total expense is about \$94,000 less than what was budgeted. Mr. Borosh said it was all due to the competitive bidding. He said he did not think that Apple would be zero percent increase and he even added inflation from last year's prices. For the most part, the district saved on the overall purchase including the financing. Mr. Borosh said the good thing is that they have about six months to receive the equipment. They should arrive by July or August for the next school year.

- c. Additional licenses for ESACA Elementary Software – Edgenuity - \$64,000.00
Dr. Vitulli said he would like to make a note that there was a slight typo on the total amount of the invoice. It should say \$64,400. This invoice represents the additional licenses/seats that were required after the start of the school year. He said he negotiated with Edgenuity in the beginning of the summer and got them to reduce the price for the Elementary Program. He also asked them to give them carte blanc to add more seats as needed. We started with 300 students and now have over 1,000 students. Edgenuity is now

charging the district for the difference. This amount was not approved in the beginning of the school year. The discounted rate is \$200 per student. Last year the price was \$1,000 per student. The district originally estimated that they would need seats for 1,500 students but now have 3,000. Mr. Andrews asked if this expense is budgeted. Mr. Vitulli said this expense was not budgeted but it will be paid through a grant. Mrs. Bear asked if there has been any more enrollment to the program. Mr. Vitulli said as of two days ago, they have about 25 more students asking to go to Cyber and about that many wanting to go back to Brick and Mortar. This pretty much evens them out. Dr. Riker said that he would like to thank Dr. Vitulli for negotiating the lower amount per seat. The cost would be more if these students went to another cyber or charter school. He thanked Dr. Vitulli for calling Edgenuity in order to negotiate this amount. Mrs. Bear asked if any more students would like to go to ESACA, would it cost \$200 per student? Can other student get switched back to Brick and Mortar? Dr. Vitulli said the students can switch back. The district makes periodic checks and if the district owes any more money, Edgenuity will bill us. Mrs. Bear asked if Edgenuity will give us a refund if a student returns to Brick and Mortar. Dr. Vitulli said they will not. Mr. Dymond said that the form he is looking at states that the account has a negative amount on it. Mr. Schlameuss said the Board recently approved the increase of licenses. Mr. McIntyre said he is not sure what Mr. Dymond is looking at but it may be that the funds have not been placed in the account. Dr. Vitulli said they have not added any money to the account as of yet. Mr. McIntyre said he believes that some money may have been added to the account. Mrs. Kelly said that the purchase order was created and is waiting for the Board approval in order for the money to be placed in the account and in order to pay the invoice. Mr. Dymond asked if this purchase will make the negative amount higher. Mr. McIntyre said it would but the funds will be transferred into this account from a grant.

d. Current Projects within the District

Mr. McIntyre said he provided the Board with a monthly report. There were no new projects or major invoices received. He said he highlighted the latest invoices from D'Huy Engineering for some of the minor projects. Mrs. Bear said that last month they paid the final invoice for the gym. She said she was at the High School North gym and the work is not completed. The ramp nor the water fountain is done. Why was the final bill paid if it was not completed? When items from the Property/Facilities come to the Finance Committee, we are told that it is ready for payment; therefore, it is moved on to the full Board. She said that it is her assumption that the Property/Facilities Committee does their due diligence. Dr. Riker said he does not believe the Property/Facilities Committee moves forward anything that is not complete. He said he believes that there is still some type of funds that are kept for when all final items are complete. Mrs. Bear said that kids are using the gym and it is not safe. Dr. Riker said the gym is safe to use and he does not believe that the bill has been paid in its entirety. Mr. McIntyre and Dr. Riker said they will check on this item. Mr. Andrews said he believes that about 10% from the final bill is kept on hold. Mrs. Bear said that her concern is that this may be occurring with all of the projects. Dr. Riker said he can say with confidence that it is not the case. Mr. Dymond said that his recollection of this is that it was discussed at the Property/Facilities Committee and they were told that it was complete. Dr. Riker said at the last meeting it was said that some items were not completed. Dr. Riker said he can double check. Mrs. Bear said that a wheelchair would not fit in the ramp. She hopes all items will be fixed before spectators are allowed back in the gym.

- e. Request to Bid
 - i. Athletic, Custodial, Medical, and Tech Ed Supplies
 - ii. Food Service Supplies

Mr. McIntyre said the bidding of the above mentioned supplies is a formality that needs to be done each year. He said he will need to put a motion on the Board agenda as long as the Finance Committee members agree. The bidding process will proceed and then he will come back to the Committee with final numbers of what was awarded. Mr. Schlameuss said the list should be of items that are needed and that the district is not just ordering the same items that were ordered last year. Mr. McIntyre said he sent out a document for everyone to indicate what they need then a list is comprised. Mrs. Bear said this means that each department will take inventory of what they have and indicate what they will need. Mr. McIntyre said Mrs. Bear is correct. Mrs. Bear asked if the district checks to see what they have compared to what they will need. Mr. McIntyre said the district leaves the inventory to each director of the department. Mrs. Bear suggested adopting procedures for them to provide what they have and see what they began in order to know what they will need. We should not keep ordering if we don't need any item. Dr. Riker said the only issue is we don't know if what they say is what they will need. We don't know what is appropriate or will the Board suggest what they will need. They could say we have a certain amount and we can only assume that is what they need. We can begin to ask what their inventory is and total what they want. Mrs. Bear said the district should ask what they used last year. Mr. Andrews said numbers may differ this year from last year due to COVID-19. Dr. Riker said Mr. Romagno is keeping a paper inventory of what we have and what we will need. Mrs. Bear said this should be adopted by all departments. Mr. Dymond said, the supplies that are going to be bid are athletics, custodial, medical and tech ed. What about the items for maintenance and grounds? Do they get bid? Mr. McIntyre said it depends on the item. Some items that they buy are for emergency fixes; therefore; they go to a local hardware store to get it. Some items are under the custodial bids. Mrs. Bear asked if these departments keep an inventory, too. Mr. McIntyre said they do. Mr. Andrews said Family and Consumer Science also needs to budget for food; therefore, they also may need to be bought at a savings. Mr. McIntyre said the teachers go shopping so it's hard to know what they want. Mr. Andrews said they will need appliances. Mr. McIntyre said appliances are placed in the principal's budget. They would need to discuss the purchase with the principal. Mr. Dymond said we need something in place like when we are buying items locally. Items need to be bought ahead of time rather than just buy stuff and have them billed to be paid. They need to have supervisor take a sheet and keep it on file in order to compare and see if the item bought is in the building. Mr. McIntyre said the work order system keeps track of the supplies. Dr. Riker said what Mr. Dymond is saying is that if they buy three items at Cramer's, how do we know they are for the district and not for personal use. Mr. McIntyre said the Supervisors approve the order. We need to trust that the item is being used appropriately. Mr. Dymond said we need to have the paperwork that says what was bought and match it with the invoice. Mr. Schlameuss said we need to know what we are consuming on an annual basis. This will help to place items on the bid list. Mr. Andrews said we may need a cabinet to place the items in so they can give supplies out when needed. Mr. Schlameuss said I know this may be hard at first. Recently, some individuals took a tour of the maintenance cabinet and it has been cleaned up but how do we track items. Is there a better way to save money? Dr. Riker said we can look to barcode all items and items may need to be scanned in and out of inventory. The district can look into getting a system but how much do they want to spend. Mr. Schlameuss said the system may save us money and time. Mr. Dymond said he would like to start off with something simple that employees can work on with their supervisor. Mr. McIntyre said he hopes a supervisor is not signing

for 10 outlets and not know if they have it or are using them. He said Mrs. Kelly can attest that the Accounts Payable staff will not pay an invoice if there is no receipt or email saying they received it. The Business Office is trying their best and Supervisors are also doing their part. If we get inventory system, how much does the Board want to spend? Mr. Dymond said a business in Lehigh Valley was checking their production and instead of being down in expenses, they noticed it was higher even during COVID-19. Mr. McIntyre said the auditors reported that our supplies and operations were down due to COVID-19. If our expenses did not go down, then there would be some concern. We spent three million dollars less this year due to COVID-19. Therefore, we are doing a good job in protecting our assets. Mr. Bear said she agrees and would like a better inventory kept. Mr. Schlameuss said we just need to be able to do this the right way and for the staff to trust each other. At the same time, there may be ways to consolidate and add things on the bid list rather than buy them individually. Competitive bids may assist in saving money early on. Mrs. Bear said if we have inventory of what was used in the previous year, it will help to see what is needed. Mr. Schlameuss said with an inventory system, it will help to see what is needed. Dr. Riker said they can look to see how many items are bought more often in order to save money. Mrs. Bear said we can ask if we can buy in bulk in order to get a better price.

Mr. Dymond said we are buying a new lift but we are not changing out lights with LED bulbs. Mr. Dymond said right now maintenance is getting caught up on some items but we should look into getting the lights changed out to save money on electricity. Dr. Riker said this is a great conversation for the Property/Facilities Committee meeting. Mr. McIntyre said they may want to buy LED lights for when a regular bulb goes out they can replace it with the LED bulb.

VII. RECOMMENDATIONS BY THE PROPERTY & FACILITIES COMMITTEE:

1. D'HUY ENGINEERING INVOICES

- a. Invoice#52059 \$3,340.52 - High School North Roof Replacement
- b. Invoice#52060 \$9,600.06 - Resica/Middle Smithfield Elementary Water Filtration
- c. Invoice#52061 \$1,315.00 - High School North Sanitary Liner Replacement
- d. Invoice#52062 \$1,175.40 - J.T. Lambert/Resica Elementary Flooring Replacement
- e. Invoice#52063 \$1,258.30 - Transportation Building Underground Storage Tank Removal
- f. Invoice#52064 \$3,534.97 - Lehman Intermediate/Bushkill Elementary Flooring Replacement
- g. Invoice#52065 \$300.00 - High School North/High School South Hand Wash Stations
- h. Invoice#52066 \$599.38 - J.M. Hill Elementary Entrance Vestibule

2. Genie Portable Lift – Model AWP 305 from Action Materials Handling Specialists in the amount of \$10,078.19

3. Terp Consulting Invoice #7690 in the amount of \$500.00 for consultant fees for ESE

4. The purchase of a water wheel from Site One Landscape Supply in the amount of \$15,532.80

Mrs. Bear asked what is a water wheel. Mr. Dymond said the water wheel is for watering the fields. Mr. Andrews asked if the water wheel is for all of the fields. Mr. Dymond said it is predominately for the J. T. Lambert Intermediate fields. He said it was ordered with a boost to help with the water pressure. Mr. Dymond said the fields up North need help. An underground pipe was needed to soak up the latter. He said one of the maintenance guy had to clean out one of the sprinklers they had and

that helped a lot. The district spent a lot of money on fertilizer and seeds. They paid \$15,000 for a sprinkler, which will offset expense to maintain it. Dr. Riker said it will still cost money to buy seeds and fertilizer; therefore, there is no cost savings. It takes a lot of money to keep the fields green.

Dr. Riker said that he met with Mr. Dymond and Mr. Dymond suggested purchasing two vans for students in order for them to do some job shadowing. The Board approved the purchase of vans, about two years ago, through the access funds for Special Education. Dr. Riker said he wanted to bring it up to the Committee because Mr. Dymond mentioned this idea to him several times. He said he does not think that it is a bad idea. If the Committee agrees, they can have Mr. McIntyre place it in next year's budget. Mrs. Bear said the district should go out for bids first and one van should be for North and one van for South. Mr. Schlameuss asked what type of van are they looking to purchase. Would it be a 15 seater or a 12 seater? Dr. Riker said if they get a 15-seat van, it would require someone who has a CDL license to drive it. Mr. Schlameuss asked what would be the difference if the students take a small bus as opposed to a van. Mr. Dymond said the district would need to pay for a driver. Mrs. Bear said if we can get a smaller van, a teacher can drive it. Mr. McIntyre said they tried having teachers drive a van but the district got grieved by the union because they want the bus drivers to drive the van. Mr. Andrews said he does not think we need to buy big vans. Mr. Dymond said most businesses in Lehigh Valley and Philadelphia volunteer to take students around. Mr. Andrews asked if a person that does not have a CDL license can drive the van. Mrs. Bear said some bus drivers may want to drive this run. Mr. Dymond said typically some businesses want a small group to attend. Mr. Schlameuss said if we get a vehicle, will the union grieve it. Mrs. Bear asked if the district will need to place insurance on the driver. Mr. Schlameuss said the insurance will be a small cost. Mrs. Bear asked if teachers will want to drive the van? Mr. Dymond said he would like the students to have the opportunity to see what businesses are in the area. It may help the students to find something they want to do or who they want to become. Mr. Schlameuss said there needs to be a program/curriculum side to this, too. We should not be just driving students around for a visit. How do we develop curriculum program to go along with this purchase? We also do not want vans to just sit there. Mr. Schlameuss said policies and/or procedures need to be put in place. A system will need to be set up so that a schedule is followed such as signing up for the vans. Dr. Riker said the vans will be an interim component for internships, career building, career fields, clusters and pathways. He said moving in that direction is where we want to go in order to collaborate with local businesses. Mr. Andrews said getting the Special Ed vans was successful; therefore, we now have to get vans for the Regular Ed students. Mr. Andrews said it would be good for the kids that want to look for a job. Mr. Schlameuss said he is sure that the Chamber of Commerce can help, too. Mr. Schlameuss asked what is the motion that Mr. Dymond is making.

Mr. Dymond made a motion for the district to solicit prices for vans and to develop curriculum and programming for internship, apprenticeship or afterschool development. Motion was seconded by George Andrews.

Mrs. Bear said the district needs to get costar quotes in order to place this expense in the budget. Mr. Dymond said he does not have a preference. Vans or school buses can be used. Mrs. Bear said we need make sure to have drivers, too.

VIII. RECOMMENDATIONS BY THE EDUCATION P&R COMMITTEE

None

IX. PUBLIC PARTICIPATION – LIMITED TO ITEMS OF DISCUSSION

None

X. 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, 4-0.

1. The Master Lease Agreement with American Capital in the amount of \$655,706.90 for HP desktop computers and laptops, Lenovo Chromebooks, and related equipment for a four (4) year term beginning July 1, 2021 with annual payments of \$167,248.49 per American Capital's quote.
2. The lease proposal in the amount of \$483,163.24 for desktop computers, laptops, and related equipment for a four (4) year term beginning July 1, 2021 with annual payments of \$120,790.81, per Apple's quote.
3. The quote from Edgenuity Inc. in the amount of \$64,400.00 for additional Elementary Student Licenses.
4. Seeking bids for Athletic, Custodial, Food Service, Medical, and Tech Ed supplies for the 2021-22 fiscal year.
5. The following recommendations by the Property/Facilities Committee:
 - D'HUY ENGINEERING INVOICES
 - a. Invoice#52059 \$3,340.52 - High School North Roof Replacement
 - b. Invoice#52060 \$9,600.06 - Resica/Middle Smithfield Elementary Water Filtration
 - c. Invoice#52061 \$1,315.00 - High School North Sanitary Liner Replacement
 - d. Invoice#52062 \$1,175.40 - J.T. Lambert/Resica Elementary Flooring Replacement
 - e. Invoice#52063 \$1,258.30 - Transportation Building Underground Storage Tank Removal
 - f. Invoice#52064 \$3,534.97 - Lehman Intermediate/Bushkill Elementary Flooring Replacement
 - g. Invoice#52065 \$300.00 - High School North/High School South Hand Wash Stations
 - h. Invoice#52066 \$599.38 - J.M. Hill Elementary Entrance Vestibule
 - Genie Portable Lift – Model AWP 305 from Action Materials Handling Specialists in the amount of \$10,078.19
 - Terp Consulting Invoice #7690 in the amount of \$500.00 for consultant fees for ESE
 - The purchase of a water wheel from Site One Landscape Supply in the amount of \$15,532.80
6. Seeking quotes for two vans for the use of transporting students.

XI. NEXT MEETING – February 8, 2021 at 5:30 pm

RECOMMENDATION BY THE COMMITTEE:

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

XII. ADJOURNMENT: 6:58 P.M.

Respectfully submitted,
Patricia L. Rosado
Board Secretary