

**EAST STROUDSBURG AREA SCHOOL DISTRICT
BOARD OF EDUCATION
FINANCE COMMITTEE MEETING
August 8, 2022
Administration Center Board Room and Via Zoom
5:30 PM
Minutes**

- I. **The Chairperson**, 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:** Rebecca Bear, Wayne Rohner and Richard Schlameuss. George Andrews was absent.

Board Non-Committee Members Present: Debbie Kulick (via Zoom)
- III. **School Personnel Present:** Brian Baddick, Brian Borosh, Diane Kelly, Edwin Malave, Matthew Krauss, Craig Neiman, Amy Polmounter, William Riker (via Zoom), Patricia Rosado and William Vitulli.
- IV. **Community Member Present:** Larry Dymond and Jacob Morris.
- V. **Approval of Agenda and Minutes**

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Wayne Rohner to approve the agenda for August 8, 2022 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 Richard Schlameuss and carried unanimously, 3-0.

Mr. Schlameuss asked do we want to talk about Penn State vs. Provident. Mr. Rohner asked do you want to add that on the agenda. Mr. Schlameuss said I am asking Mr. Neiman first or do you want to wait another month since I see it is not on the agenda. Mr. Neiman said I do not have any updates on this topic. Mrs. Bear said why don't we wait until next month so we can continue to look at the pros and cons of both companies.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Richard Schlameuss to approve the minutes of the July 12, 2022 meeting. Motion was seconded by Wayne Rohner and carried unanimously, 3-0.

- VI. **Items for Discussion:**
 - a. Achieve 3000 Subscription Renewal, 2022-23 School Year - Quote, \$12,290.00
Mr. Brian Baddick said a. through e. and g. through j. is coming out of the Pupil Services and Special Education Departments' programs. Because we have so many, I am opened

and willing to entertain how you would like to go through everything. I can go through each one of these and Mr. Matt Krauss, is here who is our Director of Federal Programs and he does a lot with ACCESS and a lot of this is ACCESS generated with Special Education. Ms. Amy Polmunter, Assistant Principal from High School South is also here. She has also been involved with some of the initiatives. If you want, I could go through each of the items and just give you a quick background on where we are and what we are doing with the initiatives in Pupil Services and Special Education. Mrs. Bear said sounds fabulous.

Mr. Baddick said Achieve 3000 is a renewal that is used as a literacy program that we have been using for 8 to 9 years. It is an online-based supplemental program that is used across the district for special education. It is heavily used for the secondary level. We are looking to get support on the renewal at a price of \$12,290.00 and it is a budgeted item. Mrs. Bear asked if the cost is for a one-year renewal, can we get a less expensive price for multiple years? Mr. Baddick said Mr. Krauss and I have looked over many of our items to see if it would benefit the district for us to get them for multiple years due to last year's discussion when we were here asking for renewals. Mr. Krauss said for most of the renewals, we dropped the number of subscriptions that are for per-student based. The reason we did not go for multiple-year renewals was because we are still adjusting those numbers from what we have for the last couple of years to ensure that we are not over purchasing for the number of students that we need. We are going to try to adjust numbers this year to align with the usage and then we will look at it again next year. Mrs. Bear asked so this is per student. Mr. Krauss said Achieve 3000 and Smart Future are per student base.

b. Smart Futures Subscription Renewal, 2022-23 School Year - Quote, \$13,200.00

Mr. Baddick said Smart Futures is also a subscription renewal. We have been using this for about, I believe, three years. This is used across the district. This applied to our Chapter 339 that we have with Transition and Ready to Work Program that we have for K – 12. The quote on this has actually been pretty steady. The program is out of Pittsburg. What this is, is students going online and building a portfolio. This is implemented in the classroom with teachers, guidance counselors and students. We have received positive feedback on this program. It has been very successful with our students and we also get a component that collects data that we have to submit to the PA Department of Education (PDE) called PIMS. We have to record a report to PDE on what those components are that students are completing, because we have to count so many artifacts through a student's career. This system is the only one that really exemplifies that collection process for PDE. We are really satisfied with this program. It has been a really good addition to our requirement for Chapter 339 across the district. The quote on this is \$13,200.00. The last two years, it was \$11,000.00. They increased the cost on this because they added and revised the program and included additional options this year. They enhanced some things such as social and emotional learning and special education. These items were not there before. Mrs. Bear said she is glad that they are tweaking and improving the program every year and not keeping it the same for the kids. I don't want the kids to get accustomed to it but rather that they get something out of it as well. Mr. Baddick said they do and the students can take whatever they put in the portfolio with them. We have been instrumental in developing Smart Futures through our use of it. Mrs. Bear said it would be helpful for them to place something to help the kids prepare their college resume and essays. Mr. Baddick said there

may be something at the secondary level with creating a resume and letters. This may coincide with that. Mrs. Bear said a lot of the kids struggle with writing college essays. Mr. Baddick said it is a very good program for all students.

c. TeachTown Subscription Renewal, 2022-23 School Year - Quote, \$8,133.00.

Mr. Baddick said this item is for another renewal and it is a very good program, too that we have been using for several years. The quote is for \$8,133.00. This is a program that is character based, targets social and emotional learning, communication, interaction and self-regulation. It is something that we are big on and is part of our initiative for social emotional learning and trauma informed and builds upon that. We cannot have just one unit of social emotional learning or one unit of trauma informed with our students. We have to look to see what the needs are and sometimes we have to customize and find a program that meets certain and specific criteria for certain types of student needs and TeachTown does that. It complements all of the other ancillary programs we have in place right now. We are really satisfied with this one, too, and recommend the renewal. Mrs. Bear asked of this program is for unlimited students or per student. Mr. Baddick said it is for per teacher use. If a teacher has a class of 27 students, the students can use it with that one teacher. Mrs. Bear asked is this for K-12 students. Mr. Baddick said right now, it is for elementary students. We have other programs for the secondary level. Mrs. Bear asked can we add teachers when a new classroom opens up. Mr. Baddick said we can. Mrs. Bear asked can teachers be added mid-year. Mr. Baddick said yes. We have good vendors and they work with us.

d. Aimsweb Subscription Renewal, 2022-23 School Year - Quote, \$8,100.00

Mr. Baddick said this item is another renewal. We are going into our third year with this program. If you recall this is our progress monitoring tool that we use in Special Education across the district. We use this tool to track and monitor all of our IEP students on how they are doing because we are obligated to do that. This is a program that is web based. For example, we probe students academically whether it is in reading or mathematics. We are able to find out what the baseline is and find out what interventions they may need. We share this information with the parents. This is also part of our Legal Defense Ability Program that we have in place within our compliance of Special Education. We are really satisfied with this program. We upgraded it three years ago. We moved it from paper to an electronic version. It really becomes more of a defense ability plan right now than ever before. Mrs. Bear said in the past you had to send papers home with parents and hope they got it. Mr. Baddick said that is correct. We have more security with this program. Since it is web based, we can store and do a lot with it. This saves us about \$1,100.00. Mrs. Bear asked if this program is student based. Mr. Baddick said it is teacher based. If a teacher has 30 students on a case, they can use it on all of their students.

e. System 44/Read 180 Subscription Renewal, 2022-23 School Year - Quote, \$71,279.01

Mr. Baddick said this is another renewal for a program. It is for remedial supplemental and extended programming that will assist students outside of the General Education Programs that we have available for our students in Special Education. The quote is for \$71,279.01. This is something that a couple of years ago our department along with the Curriculum Department were looking to see what is the best program to bring in and the information was

extensively reviewed. We now have been using System 44 for quite some time. Again, we are satisfied with this program so are looking to renew it.

f. Comparative Analytics Renewal, 2022-23 School Year - Quote, \$10,073.14

Mr. Craig Neiman said this item is for a comparative analytic renewal. This is a software that the district has had for the last several years. It is formerly known as Forecast Five. It was acquired by Frontline at some point over the past year. It is the same product. It is something that is mainly used by the Business Office. It allows me to build some financial plans for students spending by looking at resource allocations and comparing it against different data sets. I can compare models with other districts as well as their financial information even though some line items may differ but then I can slice items together. Mr. Schlameuss asked is it based on the size of the school district or number of seats you are using. Mr. Neiman said it is a data base so it is software that sits on top of a data base query of whatever item. Mrs. Bear said like charter schools. Mr. Neiman said they are part of it. Mr. Schlameuss said it sounds very good. Mr. Neiman said it is. Mrs. Bear asked if a lot of districts use it. Mr. Neiman said they do. Mr. Rohner said it is nice to know this information exists. I will be asking for that information.

g. Middle Smithfield Elementary and East Stroudsburg Elementary Classroom Furniture - PEMCO Quote, \$21,715.73

Mr. Baddick said items g. through j. are for Pupil Services and Special Education. I'm going to introduce all of you to, in case you do not know, Mr. Matt Krauss. He is the Director of Federal Programs. He is the gatekeeper of the ACCESS Program, which the fund right now probably has about \$4.5 million. We have one of the highest in the State of Pennsylvania. The ACCESS funds can only be used in Special Education Programming and things like that. We are very fortunate to have Mr. Krauss. I want to have him come up and talk about the furniture because this is one of his big endeavors; the programs that warrant the physical and the furniture replacement cycle that we have been in in special education for the last three years, Mr. Krauss has been instrumental in that. We are going through the special education classes throughout the entire district and replacing all of the old worn things like that. We are bringing in a lot of new things that are based on what the needs of the students are. Mr. Krauss is handling this item so I am going to have him talk a little bit about it. Mr. Krauss said g. through j. are all funded through ACCESS. We will be using ACCESS funds for the special education projects. Letter g. is for Middle Smithfield Elementary and East Stroudsburg Elementary. We worked with PEMCO for this furniture. They have been really awesome to work with. They have a State contract with Costars for certain manufacturers that they work with, as well as various PA State contracts to give us the best pricing. In working with them, they do room designs for us. They pick out the furniture that is going to last, that is right for the students and are the right sizes. Even with COVID times, we were working with them. They were making sure that the surfaces are the most cleanable surfaces. They have been really awesome to work with us and help us with all of that. The furniture is for two new classrooms. In Middle Smithfield Elementary, a new Life Skills Classroom will be going in there. In East Stroudsburg Elementary, a new Emotional Support classroom will be going in there. Mr. Bear asked what is a hug chair. Mr. Krauss said it is soft seating that kids can get pressure sensory from. They can straddle it like a saddle or they can lean into it flat on the floor. Mr. Rohner asked do all of our elementary schools offer this particular

classroom. Mr. Krauss said Middle Smithfield Elementary has three life skills classrooms and there is one at Resica Elementary School. We are adding a third to Middle Smithfield Elementary this year. We share classes with the IU 20. We also have Emotional Support Classes in certain buildings. We don't have to supply these classes in certain areas since we share with the IU 20. Not all buildings will have them. It is not designed that way. Mr. Rohner asked if we have a child that needs service and it is not provided in their building, will the child be transported to another building that is offering the service. Mr. Baddick said they will be transported to the building where the program exists, as stated under Policy 206. Mr. Schlameuss asked if the stuff that is being bought is American. Mr. Krauss said PEMCO works with multiple manufacturers. That is why you will see one sheet for every project with multiple quotes. It may be annoying sometimes. They have a proposal for each of the manufacturers. One manufacturer is out West. Mr. Schlameuss said I don't need all of the names. Mrs. Bear asked is this merchandise in stock or is there production issues with them. Mr. Krauss said that is another thing that PEMCO works on is making sure that the vendor or manufacturers that they are recommending are on a more normal timeline for production. It is summer so everyone is ordering so things do take a little bit longer. We do know that this will not be here for the very first day of school. We will work on one of those Act 80 days, when school is out, to switch everything out. Mr. Rohner asked what is the projected date of delivery. Mr. Kraus said it is usually around three months. Mr. Schlameuss said this is the projected time three months or six or seven weeks. Mr. Krauss said knowing they are coming from multiple manufacturers like this one. We will not place anything into the rooms until the three orders have arrived. It may be around the Thanksgiving break. Mrs. Bear said we will just need to find storage for it.

h. High School North Life Skills Classroom Furniture - PEMCO Quote, \$25,863.62

i. High School North PAES Lab Furniture - PEMCO Quote, \$21,867.38

Mr. Krauss said letter h. and i. are similar. The orders are for the Life Skills class at H.S. North. The Life Skills Class is going to be moving into a new area this year. The room actually has a divider down the middle. One side will be the classroom and the opposite side will be the PAES (Practical Assessment Explorations System) Lab, which the Board approved in June. The furniture for the PAES Lab is designed to be a work-lab space with ADA compliant work tables which are higher tables. The goal is for most students to be standing when they are working in the PAES Lab. All of the furniture on that order is recommended by the PAES Lab in the recommended furniture guide. On the other side, they are getting a lot of Smith System furniture for the Life Skills Classroom. Part of our initiative this year is that we are going to work through all of the Life Skills classrooms to get them some furniture for various working zones in the classroom. As we are doing the PAES Lab, we thought it would be good to just take care of both areas at once.

j. High School South Classroom Furniture - PEMCO Quote, \$57,135.84

Finally, we have letter J, which is for H.S. South. Ms. Amy Polmounter said the H. S. South classroom is part of our three-year initiative that we were working on with Pupil Services and especially Mr. Krauss. We started off with the Life Skills Class; the apartment and the Coffee Shop and then we moved to our Emotional Support Classroom. Now, we are eventually starting on our Resource Room that we want to model after our Academic Lab that we presented at the Education Programs & Resources Committee meeting last month. It

is going to be a place where the kids will have a better academic setting for the students to come in and get help with their IEPs, different goals that they have, use some of the services that Mr. Baddick mentioned earlier and really just kind of create a setting in that room that really fosters collaboration with the students. The other part of the goal for this year is the Learning Support rooms. We want to make collaboration really flexible seating classrooms that the teachers are able to foster the hands on learning and action learning. We found from doing the work in the past, having the desks that the students sit together, they can move and they can do different project based things; for example, I know, one of the teachers that are going to teach Learning Support Geometry who will have students measure out how much it would be to get furniture, carpeting or measure out for curtains. It is really hands on actual learning and giving students those real life projects to transfer to. This is the furniture to help create the atmosphere and the environment for those initiatives to take place.

VII. Recommendations by the Property & Facilities Committee

- a. D'Huy Engineering Invoices
 - i. High School North and Lehman Intermediate Window Replacement – Invoice #55449 \$864.00
 - ii. High School North and Smithfield Elementary Flooring Replacement – Invoice #55450 \$1,120.23
 - iii. High School North Natatorium Roof Replacement – Invoice #55451 \$1,192.47
 - iv. High School South Turf Replacement – Invoice #55452 \$1,200.02
 - v. Bushkill Elementary HVAC Replacement – Invoice #55453 \$2,950.00
 - vi. High School North Natatorium HVAC Replacement – Invoice #55454 \$3,030.01
 - vii. North Campus Storm Pipe Replacement – Invoice #55455 \$6,875.00
 - viii. East Stroudsburg Elementary Sprinkler Replacement – Invoice #55456 \$1,140.00
- b. Applications for Payment
 - i. Smithfield Elementary Floor Refinish – Cope Commercial Flooring – Application #4 \$45,900.00
 - ii. High School North Floor Replacement – H&P Construction – Application #3 \$132,163.65
 - iii. High School North and Lehman Intermediate Window Replacement – D&M Construction – Application #14 \$11,287.80
- c. Current Project List

Mrs. Bear said it looks like some projects will be removed soon since some are at 100% and 97%. Some are almost done at 86% and others are new at 50%. The list looks like it will get small again. Mr. Rohner said wishful thinking. Mrs. Bear said other projects will be added.
- d. High School North and Lehman Intermediate Secure Vestibules – Keystone Fire and Security \$4,295.00
- e. Permission to sell, donate District property no longer in use.
- f. Permission for D'Huy Engineering to take core samples of pavement at Resica Elementary School.

VIII. Recommendations by the Education Programs & Resources Committee

a. No items were recommended.

IX. Public Participation - Limited to Items of Discussion

None

X. Advisory Recommendations for Consideration by the Board of Education

1.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Richard Schlameuss to recommend that the Board consider for approval the quote from McGraw Hill for Achieve 3000 subscription renewal for the 2022-23 school year in the amount of \$12,290.00. Motion was seconded by Wayne Rohner and carried unanimously, 3-0.

2.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Wayne Rohner to recommend that the Board consider for approval the quote from Smart Futures for subscription renewal for the 2022-23 school year in the amount of \$13,200.00. Motion was seconded by Richard Schlameuss and carried unanimously, 3-0.

3.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Richard Schlameuss to recommend that the Board consider for approval the quote from Teachtown for subscription renewal for the 2022-23 school year in the amount of \$8,133.00. Motion was seconded by Wayne Rohner and carried unanimously, 3-0.

4.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Wayne Rohner to recommend that the Board consider for approval the quote from Pearson for Aimsweb Plus subscription renewal for the 2022-23 school year in the amount of \$8,100.00. Motion was seconded by Richard Schlameuss and carried unanimously, 3-0.

5.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Richard Schlameuss to recommend that the Board consider for approval the quote from Houghton Mifflin Harcourt for System 44 and Read 180 subscription renewal for the 2022-23 school year in the amount of \$71,279.01. Motion was seconded by Wayne Rohner and carried unanimously, 3-0.

6.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Wayne Rohner to recommend that the Board consider for approval the quote from Frontline Education for Comparative Analytics subscription renewal for the 2022-23 school year in the amount of \$10,073.14. Motion was seconded by Richard Schlameuss and carried unanimously, 3-0.

7.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Richard Schlameuss to recommend that the Board consider for approval the quote from PEMCO for Middle Smithfield Elementary and East Stroudsburg Elementary Classroom furniture in the amount of \$21,715.73. Motion was seconded by Wayne Rohner and carried unanimously, 3-0.

8.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Wayne Rohner to recommend that the Board consider for approval the quote from PEMCO for High School North Life Skills Classroom furniture in the amount of \$25,863.62. Purchase will be funded by the School Based ACCESS program. Motion was seconded by Richard Schlameuss and carried unanimously, 3-0.

9.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Richard Schlameuss to recommend that the Board consider for approval the quote from PEMCO for High School North PAES Lab furniture in the amount of \$21,867.38. Purchase will be funded by the School Based ACCESS program. Motion was seconded by Wayne Rohner and carried unanimously, 3-0.

10.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Wayne Rohner to recommend that the Board consider for approval the quote from PEMCO for High School South Classroom furniture in the amount of \$57,135.84. Purchase will be funded by the School Based ACCESS program. Motion was seconded by Richard Schlameuss and carried unanimously, 3-0.

11.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Wayne Rohner to recommend that the Board consider for approval the following recommendations by the Property & Facilities Committee. Motion was seconded by Richard Schlameuss and carried unanimously, 3-0.

- a. D'Huy Engineering Invoices
 - i. High School North and Lehman Intermediate Window Replacement – Invoice #55449 \$864.00
 - ii. High School North and Smithfield Elementary Flooring Replacement – Invoice #55450 \$1,120.23
 - iii. High School North Natatorium Roof Replacement – Invoice #55451 \$1,192.47
 - iv. High School South Turf Replacement – Invoice #55452 \$1,200.02
 - v. Bushkill Elementary HVAC Replacement – Invoice #55453 \$2,950.00
 - vi. High School North Natatorium HVAC Replacement – Invoice #55454 \$3,030.01
 - vii. North Campus Storm Pipe Replacement – Invoice #55455 \$6,875.00
 - viii. East Stroudsburg Elementary Sprinkler Replacement – Invoice #55456 \$1,140.00

12.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Richard Schlameuss to recommend that the Board consider for approval the following Application for Payments and other items. Motion was seconded by Wayne Rohner and carried unanimously, 3-0.

- b. Applications for Payment
 - i. Smithfield Elementary Floor Refinish – Cope Commercial Flooring – Application #4 \$45,900.00
 - ii. High School North Floor Replacement – H&P Construction – Application #3 \$132,163.65
 - iii. High School North and Lehman Intermediate Window Replacement – D&M Construction – Application #14 \$11,287.80
- c. High School North and Lehman Intermediate Secure Vestibules – Keystone Fire and Security \$4,295.00
- d. Permission for D'Huy Engineering to take core samples of pavement at Resica Elementary School.

XI. Next Meeting - September 13, 2022 – In-person and Via Zoom

Mr. Larry Dymond asked if he can make some comments. Mrs. Bear said public comment was already allowed. Mr. Dymond said his comments do not address any topic on the agenda. Mr. Schlameuss said why don't we do this, we can adjourn and then hear your comments since we are all present.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Wayne Rohner to adjourn. Motion was seconded by Richard Schlameuss and carried unanimously, 3-0.

XII. Adjournment: 6:02 p.m.

Respectfully submitted,
Patricia L. Rosado
Board Secretary