

**EAST STROUDSBURG AREA SCHOOL DISTRICT
BOARD OF EDUCATION
FINANCE COMMITTEE MEETING
February 13, 2023
Administration Center Board Room and Via Zoom
5:30 PM
Minutes**

- I. The Chairperson**, Rebecca Bear, called the Finance Committee meeting to order at 5:31 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, Wayne Rohner and Richard Schlameuss.
- III. School Personnel Present:** Brian Baddick, Craig Neiman, William Vitulli, Patricia Rosado and Tyrell Thomassine.

School Personnel via Zoom: None
- IV. Community Member Present:** None
- V. Approval of Agenda and Minutes**

RECOMMENDATION BY THE COMMITTEE:

Motion was made by George Andrews to approve the agenda for February 13, 2023 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 Wayne Rohner and carried unanimously, 4-0.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by George Andrews to approve the minutes of the January 9, 2023 meeting. Motion was seconded by Richard Schlameuss and carried unanimously, 4-0.

VI. Items for Discussion:

- a. SIP Phone Service - Global Ironton Quote, \$12,450.96
Mr. Neiman said the supporting documentation was provided by Mr. Brian Borosh. The district is looking to extend the current contract for another four years at the same cost for the same service they have been providing. Mr. Schlameuss said this a reasonable cost compared to the costs I received for the same items.
- b. Copy Paper 8.5 x 11, 20# White - Stotz & Fatzinger Office Supply Quote, \$37,690.40
Mrs. Bear said you got a bid for 8.5 x 11 #20 copy paper from Stotz & Fatzinger Office Supply. Mr. Neiman said it is actually a quote from a Co-Star vendor that we are currently purchasing copy paper from. We like the paper. We actually had our service

provider for the copy machine let us know that the machines are running very favorably and they have had more up-time with the machines due to running them with this paper. Mr. Andrews said it is a fairly good price. Mrs. Bear asked is this quote is for a year's worth of paper or for a portion of the year. Mr. Neiman said, as you recall, the IU 20 did not get bids for paper in the spring which was about a year ago. Therefore, we secured this vendor for copy paper. It so happened that this is good quality paper for our machines. Next month, the IU will go out to bid again so this paper will get us through the rest of this school year. Supplies are running low. We typically use more paper in the spring due to standardized testing and things like that which require more paper. We will then look to participate with the IU for next year and see what they acquire. Mrs. Bear said we may go back with this vendor next year if the IU does not get any vendors for copy paper. Mr. Andrews asked if this will be one of the vendors that will be part of the IU 20 bids. Mr. Neiman said they can be if they chose to. Mrs. Bear asked if the IU solicited this vendor. Mr. Neiman said I don't know. Mrs. Bear asked if we have to go with the vendor that provides paper for the IU. Mr. Neiman said when we authorize to go into their bid pool, they include the quantity that we will need. Since our district gets truckloads of paper, I don't know how much influence our numbers will have on their numbers. We can get truckloads and go on our own but other small districts will benefit from going into the bid with the IU. Mr. Neiman said we will see what the results are. Mrs. Bear said the past two years have been unusual ones.

c. Bollard Planters - Dawn Enterprises Quote, \$14,061.96

Dr. Vitulli said this is part of the numerous security items that we are purchasing with the PCCD grants. We are putting in 20 bollards to protect various places and different entrances of the district. They can also be placed in a playground and other areas that Chief Mill has designated. Mr. Andrews asked if this is to deter vehicles. Mr. Vitulli said, yes. It is just like the one they have in front of the cafeteria. The bollards will be 1,000 pounds each without additional dirt in them. Mrs. Bear asked will the bollards be placed at the North and South or wherever we see fit. Dr. Vitulli said wherever see fit.

d. ID Badge Software & Printer - CI Solutions Quote, \$2,835.75

Mr. Neiman said this came from the Administrative Services team. It is for the annual renewal for the license and the software. Mrs. Bear asked of this is just a renewal and not a new system. Mr. Schlameuss said last month we did a renewal for the badge software. Is this different than that one? Mr. Andrews asked if this is for the badges that the employees wear. Mrs. Bear said we approved software for badges. Mr. Schlameuss said it was for \$480.00. Is this for the printer now or is it something different? Is this a service agreement? Dr. Vitulli said this is a three-year service agreement. Mr. Schlameuss said this is for the license and last month was for the service agreement. Mr. Neiman said the printer comes with this agreement. Mrs. Bear asked if this in addition to. Mr. Neiman said, yes. Mr. Andrews asked if last month was for the actual badges. Mr. Schlameuss said last month was for the badge software for the Zonar. Mrs. Bear said Zonar is for the buses. Mr. Schlameuss said it is for a computer interface that allows Zonar to talk to the badges. Mrs. Bear said this month is a different item. Mr. Schlameuss said it was the same company but for a different purpose. Mr. Rohner said last month we approved \$480. Mrs. Bear said that was for the Zonar and buses and this

month is to access the buildings. Mr. Schlameuss said last month you were getting rights to use the Zonar API. Mrs. Bear said it was to interface them.

e. Lehman Intermediate FCS Stoves - Kleckner & Sons Quote, \$10,477.00

Mr. Andrews said he has a question. Are they all downdraft stoves? Dr. Vitulli said this is for three stoves. Mr. Andrews said they currently have five stoves and two years ago they replaced two of them. Mrs. Bear said the information says that they are all downdraft vent stoves. Dr. Vitulli said he checked with the Maintenance Department and they confirmed that these were the stoves that we need. The stoves need to be replaced since they are old. Mr. Andrews said the issue is not that they need to be replaced because they have been there since Lehman opened. The issue is that Kitchen Aid did not used to make downdraft stoves but Gen Air does. I want to make sure that we do not have to re-pipe everything because we are purchasing Kitchen Aid stoves. At one time, we had someone order a regular stove and we could not use it where it was intended. Dr. Vitulli said that is what I heard. Mrs. Bear said it says Downdraft Slide in Range. Mr. Andrews said I have no problem with that because I was involved with that mater the last time. Mrs. Bear said I appreciate your concern. Hopefully it is correct and, if not, we should be able to return it. Dr. Vitulli said, again, I confirmed with the Maintenance Department that this are actually downdraft stoves.

f. East Stroudsburg Elementary Gym AV System - Keystone Fire & Security Quote, \$31,416.00

Mr. Neiman said this item is as presented. Keystone is a Co-Star provider. Dr. Vitulli said East Stroudsburg Elementary (ESE) is in need of a good space to train and to get enough of their people to make large presentations. They been working by wheeling a projector into the gym and the projector that is on the wall is in rough shape. We are looking to replace that screen on the wall and make it motorized. We will also install a projector and project it from the ceiling to present on that wall. Mrs. Bear asked if it is high enough so that the basketball equipment wont disturb it. We have many outside groups that also use the gym for basketball. I just want to make sure the equipment does not get damaged. Mr. Schlameuss said all of his children have used that gym during the week one time or another. Mrs. Bear said that gym does not seem that high and that is why I want to make sure the projector is protected. Dr. Vitulli said it is pretty high but they are getting a projector to cover the wall because it has to be up high. Mrs. Bear said her concern is that the projector is protected since it is an expensive equipment. Dr. Vitulli said absolutely and it will be done professionally. Mr. Andrews asked do they have their own auditorium at this school or a gym with chairs. Dr. Vitulli said ESE does not have an auditorium and that is why they need to use the gym to hold presentations in. They only have one room, 300, that is as big as this room. Mr. Andrews asked if they have enough chairs to bring into the gym to hold their presentations. Dr. Vitulli said yes. Mr. Andrews said I wondered if you were going to come back next month with information to purchase chairs. Mrs. Bear said, if need be, they can borrow chairs for other buildings.

g. Transportation Toughbooks - ePlus Technology Quote, \$15,568.72

Mr. Neiman said this item is pretty much as it is presented here. This is a request from the Transportation Department. They worked with the Technology Department to get the quotes, which is a Co-Star vendor, I believe. Mrs. Bear asked are they also ordering screen protectors as well and key boards. Mr. Andrews asked what is a ToughBook. Dr. Vitulli said I don't know what this is. Mrs. Bear asked Mr. Schlameuss if he knows what this is. Mr. Schlameuss said it is a ruggedized computer. If it falls or gets run over by a bus, it will be replaced. These things are supposed to be pretty solid devices. I just don't know what they are doing with them. Are they going to be out in the field with them? Mrs. Bear said that is my question. Why are they ordering four of them? Mr. Schlameuss are these for Supervisors? Mr. Andrews said I would like to know the answers to these questions. Mrs. Bear said I was reading the quote but it does not say what they are using them for. Mr. Rohner asked is it a budget item. Mr. Neiman said this expense will be covered through the Transportation budget. Mrs. Bear said it says it's an order to store inventory and access programs for the bus fleet. Mr. Schlameuss said I can imagine the walking around the bus lot and doing things like that. Mr. Andrews said this expense was not budgeted. Mr. Schlameuss said it will be paid through the Transportation Department. Mrs. Bear said it says that it was not budgeted. Mr. Schlameuss asked do they have money in their budget to pay for it. Mr. Neiman said my assumption is that they will cover this expense with their budget and not overspend their budget. Mrs. Bear said the account number is 10. Mr. Neiman said it will come from the Transportation Department account. Mr. Schlameuss said this is a Window PC. I looked it up a little bit. It is a solid computer. Mrs. Bear said I don't understand what they mean by storing inventory and access programs. Mr. Schlameuss said I imagine there will be some communication with Zonar. Mrs. Bear asked are they replacing something that we currently use or is this in lieu of. Mr. Schlameuss said I also wonder that same question. There is four of them and they are using a ruggedized version and what will happen if something happens. Mrs. Bear said they are purchasing the warranty. They are also purchasing screen protectors and replacement keyboards. Mr. Andrews asked do we only need two. Mr. Schlameuss said we can also just get 4 laptops at \$1,000 each. We might just break one in the next 4 years. I'm not so sure that it needs to be ruggedized. If they carry it around the bus lot and are on the buses regularly, then maybe, yes. Mrs. Bear said to Mr. Schlameuss you know more about buses than I do. Mr. Schlameuss said I don't know what the purpose for the 4 tablets are. Mr. Baddick said they are trying to go more digitally instead of having things in a binder at the bus lots. The bus drivers can see what runs are available. Mr. Andrews said we can wait a month until we find out all of the details. Mrs. Bear said the only problem with waiting is how long it will take to receive the items. Mrs. Bear said I wish Ms. Robins was here to answer these questions. Mr. Baddick said they are trying to get away from using a binder because the tablet will be more updated. Mr. Andrews said the form says: "Why are you requesting this item?" In order to store inventory and access programs for the bus fleet. Mrs. Bear said this item is not a replacement item but a brand new one. Mr. Schlameuss said if it is for inventory in the garage, then it makes sense because of all of the powder, dirt or debris that can accumulate. Mr. Andrews said that is why they have one for each garage and each bus lounge. Mr. Baddick said they will need to know what

bus is out, etc. I worked with Ms. Robins on this and they are trying to update everything into an electronic scale, bus runs, etc. to try to keep track of everything rather than using paper. Mr. Schlameuss said these tablets will be more useful in a garage environment. Dr. Vitulli said I texted Mrs. Robins in order to get an answer. Mrs. Bear said we can then circle back to this item. Mr. Baddick said she just text me and said that it is for inventory in the garage. Mr. Schlameuss said if they are going to be in the garage, you will need that heavy duty equipment. It is basically to keep the dust out of the keyboard, and all of the electronic equipment. Mrs. Bear said thank you to Dr. Vitulli and Mr. Baddick for reaching out to Ms. Robins.

- h. Renewal of Third Party Administration of Self Insurance Program (Workers Compensation) - Inservco Insurance Services Inc. Service Agreement
Mr. Neiman said as part of our Self-Insured Workers' Compensation Program, we are required to have a third-party administrator that helps us to administer that program. We are recommending that we continue with Inservco Insurance Services, Inc. They have served the district well for several years. They have been a great partner with me in my two years working with them. We have daily interactions regarding workers' compensation. They are extremely responsive. I would highly recommend that we continue that relationship with them. There is a slight cost increase in the contract. It is a reasonable increase. Mrs. Bear asked does the cost go up due to the number of claims that we have or is that not relevant. Mr. Neiman said it depends. We have some claims for a paper cut and others are for pretty significant cost. It depends the nature of the injury. This firm helps us with the paperwork process and interfaces with the district, insurance company and the lawyers, if needed.
- i. JB Hunt Adopt-A- Class Donation - Ms. Neiswander's Bushkill Elementary classroom
Mrs. Bear said this is a good story. Mr. Andrews asked if this is a good story why don't we have the student's name on it. Mr. Neiman and Dr. Vitulli said we do not disclose students' names. Mr. Andrews said if the parent agrees, why not post their name. Dr. Vitulli said the student disclosed the teacher's name. The uniqueness of this story is that this is only for one class. Mrs. Bear said this class was nominated by a student of Ms. Neiswander's class. They will be getting a \$500 gift card to Really Good Stuff, \$500 gift card to Lakeshore Learning and t-shirts and ball caps for teachers and students. Mr. Andrews said I am curious why the student's name is not listed since she made the nomination. Mrs. Bear said we would have to get permission first. Mr. Schlameuss said I imagine that the other students in the classroom know. Mr. Andrews said it would be good if the district knows. Mrs. Bear said they hold nominations every year. We know who submitted the nomination. It was Peter Rivera, the driver. We can imagine who his daughter is. Mr. Neiman said we can disclose the name in the backup document for the Board motion. Mrs. Bear said we need to check with the parent first. We know who the father is and that is enough information. Mr. Schlameuss said under school law there are certain things we can submit or cannot submit. Mrs. Bear said the parent submitted the teacher's name for going above and beyond so the teacher won the award.
Congratulations to her classroom!

- j. Districtwide Lockdown Safety Shades - Taylor Brothers Door Lock LLC Quote, \$45,406.90.

Dr. Vitulli said last month I brought to you the door locks. We are now moving onto the next phase. Also as part of this security purchase through the PCCD Grant are the security shades. I believe I demonstrated it to you at one time. They are black shades with a single pull down and quick release which will cover the entire window. Chief Mill had a security officer measure all of the windows in all of the classrooms. We are looking to purchase about 800 of them in different sizes. All of the hard work has been done and we have a quote from the company. It is a proprietary product. Mrs. Bear asked which schools are getting the shades. Dr. Vitulli said every single classroom will be getting one. They are purchasing about 800 of them. There are a couple of unique rooms or the cafeterias that need measuring. I did not want to hold up the purchase. Mr. Andrews said some cafeterias have murals on them. Dr. Vitulli said some of classrooms have paper on them and we would like to remove these papers so that the Administrators or anyone can walk by to see if everyone is safe. They will have shades to perform the same function. Mrs. Bear said Mr. Andrews meant that the South cafeteria has a mural. Dr. Vitulli said he misunderstood but he will be reviewing all areas before purchasing additional shades.

- k. 2022-23 Payment in Lieu of Taxes Application for Payment

Mr. Neiman said the details are here from the Department of Education. The email and the actual form is included in order for us to receive the payment. Mr. Andrews asked what is this for. Mr. Neiman said this is for the National Recreation Area Property in Pike County for the payment in lieu of taxes. Mrs. Bear asked what is the amount. Mr. Neiman said it is for \$12,110.00.

VII. Recommendations by the Property & Facilities Committee

a. D'Huy Engineering Invoices

- i. High School North Natatorium Roof Replacement – Invoice #56814 \$1,102.21
- ii. Resica HVAC Replacement – Invoice #56815 \$12,038.95
- iii. High School North and Lehman Intermediate Rooftop Equipment Replacement – Invoice #56816 \$6,226.50
- iv. High School South and J.M. Hill Flooring Replacement – Invoice #56817 \$18,036.20

b. Applications for Payment

- i. Bushkill Elementary HVAC Replacement - Application #6 \$264,800.00
- ii. High School South Turf - Application #3 \$15,480.18
- iii. High School South Turf - Application #4 \$54,521.00
- iv. High School North Natatorium HVAC Replacement - Application #4 \$106,200.00
- v. High School North Natatorium Roof Replacement - Application #2 \$216,900.00
- vi. Change Order - High School South Turf - *decrease* \$13,000.00

c. Current Projects List

Mrs. Bear said it is nice to see a lot of the projects moving along. The new ones are starting to make progress as well.

d. Soil Screener - Lin-Ray Farms Quote, \$6,500.00

VIII. Recommendations by the Education Programs & Resources Committee

- a. ESACA Elementary 2023-24 - Imagine Learning, Quote \$54,500
- b. ESACA Secondary 2023-24 - Imagine Learning, Quote \$68,800

Mrs. Bear said the above mentioned purchases are for the Engenuity platform. The High School purchase is for an unlimited amount of students. The elementary purchase is for 50 students. Dr. Vitulli said we obtained these numbers in December as part of budgeting. Imagine Learning just informed us of a 10% upcharge if we purchase after March. We are hoping to save \$13,000 if we pay before March. Mr. Andrews said why are they charging more. Dr. Vitulli said they are raising their prices. Mr. Andrews asked why would they do that when we said we were going to purchase it. Dr. Vitulli said they would only honor their quote for 60 days. We get these numbers early on for next year's budget. Mrs. Bear said this is done for budgeting purposes.

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 George Andrews to recommend that the Board consider for approval the four-year agreement with Global Ironton for SIP Phone Service in the amount of \$12,450.96 per year. Motion was seconded by Richard Schlameuss and carried unanimously, 4-0.

2.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by George Andrews to recommend that the Board consider for approval the quote from Stotz & Fatzinger Office Supply for copy paper 8.5 X 11, 20# white in the amount of \$37,690.40. Motion was seconded by Richard Schlameuss and carried unanimously, 4-0.

3.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by George Andrews to recommend that the Board consider for approval the quote from Dawn Enterprises for Bollard Planters in the amount of \$14,061.96. Purchase will be funded by a PCCD grant. Motion was seconded by Wayne Rohner and carried unanimously, 4-0.

4.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by George Andrews to recommend that the Board consider for approval the quote from CI Solutions for ID Badge Software and Printer in the amount of \$2,835.75. Motion was seconded by Wayne Rohner and carried unanimously, 4-0.

5.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by George Andrews to recommend that the Board consider for approval the quote from Kleckner & Sons for Lehman Intermediate Family Consumer Science stoves in the amount of \$10,477.00. Motion was seconded by Wayne Rohner and carried unanimously, 4-0.

6.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Wayne Rohner to recommend that the Board consider for approval the quote from Keystone Fire & Security for East Stroudsburg Elementary Gym AV system in the amount of \$31,416.00. Motion was seconded by George Andrews and carried unanimously, 4-0.

7.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Richard Schlameuss to recommend that the Board consider for approval the quote from ePlus Technology for Transportation Toughbooks in the amount of \$15,568.72. Motion was seconded by Wayne Rohner and carried unanimously, 4-0.

8.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Wayne Rohner to recommend that the Board consider for approval the Third Party Administration Agreement with Inservco Insurance Services Incorporated. Motion was seconded by George Andrews and carried unanimously, 4-0.

9.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by George Andrews to recommend that the Board consider accepting, with gratitude, the donation from JB Hunt, Adopt-A-Class Program for Ms. Neiswander's Bushkill Elementary classroom. Motion was seconded by Wayne Rohner and carried unanimously, 4-0.

10.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Wayne Rohner to recommend that the Board consider for approval the quote from Taylor Brothers Door Lock LLC for Districtwide Lockdown Safety Shades in the amount of \$45,406.90. Purchase will be funded by a PCCD grant. Motion was seconded by George Andrews and carried unanimously, 4-0.

11.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Wayne Rohner to recommend that the Board consider directing the Administration to submit form PDE-2098 to the Pennsylvania Department of Education which is used to apply for appropriations payable in lieu of taxes under the provisions of Section 604 of the Public School Code of 1949. Motion was seconded by George Andrews and carried unanimously, 4-0.

12.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by George Andrews to recommend that the Board consider for approval the following D'Huy Engineering Invoices, which were recommended by the Property & Facilities Committee. Motion was seconded by Wayne Rohner and carried unanimously, 4-0.

D'Huy Engineering Invoices

- i. High School North Natatorium Roof Replacement – Invoice #56814
\$1,102.21
- ii. Resica HVAC Replacement – Invoice #56815 \$12,038.95
- iii. High School North and Lehman Intermediate Rooftop Equipment
Replacement – Invoice #56816 \$6,226.50
- iv. High School South and J.M. Hill Flooring Replacement – Invoice #56817
\$18,036.20

13.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by George Andrews to recommend that the Board consider for approval the following Applications for Payment, which were recommended by the Property & Facilities Committee. Motion was seconded by Wayne Rohner and carried unanimously, 4-0.

Applications for Payment

- i. Bushkill Elementary HVAC Replacement - Application #6 \$264,800.00
- ii. High School South Turf - Application #3 \$15,480.18
- iii. High School South Turf - Application #4 \$54,521.00
- iv. High School North Natatorium HVAC Replacement - Application #4 \$106,200.00
- v. High School North Natatorium Roof Replacement - Application #2 \$216,900.00
- vi. Change Order - High School South Turf - *decrease* \$13,000.00

14.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by George Andrews to recommend that the Board consider for approval The quote from Lin-Ray Farms for a Soil Screener in the amount of \$6,500.00, which was recommended by the Property & Facilities Committee. Motion was seconded by Wayne Rohner and carried unanimously, 4-0.

15.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Wayne Rohner to recommend that the Board consider for approval the quote from Imagine Learning for 2023-24 ESACA Elementary curriculum in the amount of \$54,500.00 and the quote from Imagine Learning for 20223-24 ESACA Secondary curriculum in the amount of \$68,800.00, which were recommended by the Education Programs & Resources Committee. Motion was seconded by George Andrews and carried unanimously, 4-0.

XI. Next Meeting - March 13, 2023

RECOMMENDATION BY THE COMMITTEE:

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

XII. Adjournment – 6:07 p.m.

Respectfully submitted,
Patricia L. Rosado
Board Secretary