

**EAST STROUDSBURG AREA SCHOOL DISTRICT  
BOARD OF EDUCATION  
FINANCE COMMITTEE MEETING  
April 11, 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 5:30 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, Wayne Rohner and Richard Schlameuss (arrived at 5:52 p.m.).
- III. School Personnel Present:** Peter Bard, Manvel Page, William Riker, Patricia Rosado and William Vitulli.  
  
**School Personnel via Zoom:** Brian Baddick, Brian Borosh, Diane Kelly and Rob Romagno
- IV. Community Member Present:** Larry Dymond and Jacob Morris,  
  
**Community Member via Zoom:** None
- V. Approval of Agenda and Minutes**

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by George Andrews to approve the agenda for April 11, 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.

Motion was made by Wayne Rohner to add to the agenda a discussion on staffing levels. Motion was seconded by George Andrews and was carried unanimously, 3-0.

Motion was made by Rebecca Bear to add to the agenda the Keystone Fire and Security proposal in the amount of \$72,535.00 for the Smithfield, Resica and Bushkill elementary Vestibule Project. Motion was seconded by Wayne Rohner and was carried unanimously, 3-0.

The agenda with additional items was carried unanimously, 3-0.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by Wayne Rohner to approve the minutes of the March 13, 2023 meeting. Motion was seconded by George Andrews and carried unanimously, 3-0.

Mrs. Bear said before we continue today, I would like to introduce our new Chief Financial Manager, Mr. Peter Bard. Would you like to tell us a little bit about yourself? Mr. Bard said today was supposed to be my start date but I started earlier, last week since they found a replacement. I have been able to meet a lot of people and I am thankful for that. I would like to thank the Board and the community for the opportunity to work here. I look forward to planting my roots here and getting to know everyone. I look forward to working with the Board members. Mrs. Bear said we are happy to have you here especially since you have a two-county tax experience. Mr. Bard said I came from a district that had a multi-county discipline, Dauphin County and Perry County. I have a little bit over a five-year experience in school districts. I was the Assistant Superintendent for Finance and Operations from the Susquenita School District. Prior to that, I was in the Crestwood School District. Mr. Andrews said that you also have experience with the new Financial System. Mrs. Bear said that is right you also have experience with the new system that we just approved. Mr. Bard said when I was at Weatherly and Susquenita, we used the system from the CSIU; therefore, I have a lot of experience using it. I am actually using Munis now but in the future, I believe, you will be happy with the data that I will be able to pull for you financially from that the information that you are requesting. Mr. Rohner said I am so hopeful for that. Mrs. Bear said we are looking forward to working with you.

#### **VI. Items for Discussion:**

- a. Finalsite (Blackboard Connect), WCM Essential- 3-year Contract.  
Period 1-July 1, 2023, \$ 34,452.00 - Period 2-July 1, 2024, \$35,279, Period 3- \$36,106.00  
Mrs. Bear asked if this is for the current Connect Ed System. Dr. Riker said that is correct. Mrs. Bear asked is this just for the contract renewal. Dr. Riker said that is correct.
- b. Student Information System, OneRoster Integration 2023-24, quote \$5,139.87  
Mrs. Bear said this is for our Sapphire System. Is this a new service or is this just a renewal? Dr. Riker said this is a new service that we are adding onto Sapphire. I spoke to Mr. Forsyth today since he would not be here. Although it says that it was not budgeted, he does have money in his account to cover this cost. Mrs. Bear said it says that it is for rostering. How do we currently do rostering? Mr. Rohner said we are currently working on the budget in the Property/Facilities Committee for this school year. Why would this be part of that? Dr. Riker said this would be part of this year's budget. Mr. Andrews asked what is rostering? Dr. Riker said we currently have a single sign-on system. Dr. Vitulli said this addition would allow for one sign-on to all programs and schools instead of on an individual basis. Mr. Rohner said the current system we have is kind of like my inability to access google.
- c. Custodial Supplies 2023-24, Bid Award  
Mrs. Bear said we have the bid supply list in our packet. It is for bleach, mops, etc. Mr. Andrews asked are the items in yellow the only items that we are getting. Mrs. Bear said it may be that some items do not have a bid. Mr. Bard said I had a chance to look over this and the ones that are highlighted in yellow are the ones that are being awarded. The ones that have no bid, three or four I believe for the gloves had no bids. I gathered this information from the talk I had with Diane Kelly. We will have to look at getting it from another supplier. Mrs. Bear said it looks like we are getting the majority of the items from LIC Janitorial Distribution except for the graffiti remover. The vendor for that would be

Pyramid School Products. Mr. Bard said Unipak Corp. was also the lowest bidder for the garbage bags. Mr. Andrews said so the highlighted items are the supplies that we are getting from the lowest bidder. Mr. Bard said that is correct.

d. Fertilizer

Mrs. Bear said we have no amount or information for the Fertilizer. Dr. Riker said I know that this is an annual purchase but Daryle Miller is not here. Mrs. Bear said and we do not have any information. Mr. Rohner asked was this brought to the Property/Facilities Committee. Mrs. Bear said I am reviewing those items to see. Dr. Riker said we can discuss this item next month. Mrs. Bear asked should we table this item. Dr. Riker agreed.

e. Educational Solutions Enterprises-Laser Cutting and Engraving Systems- Tech Ed. Department, quote - North- \$14,040.00 and South- \$14,040.00

Mr. Andrews asked what are we doing with these items. Mrs. Bear asked is this for a project that they are doing at North and South or is this for the district to use for engraving. Mr. Bard said I believe the Board approved this item in December. The reason that it is coming the Board again is because there is a \$3,300 Air Filtration System that was added to each. You can see that item on line 5 of the quote. This item was not included on the original quote; therefore, it has to come back to the Board for approval. This is for projects that the students are doing in the classrooms. Mr. Andrews asked if this is a new program that is being added at the schools. Dr. Riker said it is probably not a new program but they are able to do new projects with this new equipment. Mrs. Bear said it is an updated equipment. Mr. Rohner asked what is this for. Mrs. Bear said it is for engraving. Mr. Rohner asked is this for the Wood Shop class. Mrs. Bear said it is for the Tech Ed. class.

f. SunLife 2023 Renewal - Life - .145, AD&D-. 02, LTD Rate 1 - .32 LTD Rate 2-.17  
Voluntary Life Employee & Spouse - Age-Banded, Voluntary AD &D Employee & Spouse  
.025, Voluntary Life Child- .180, Voluntary AD&D Child- .025

Rates have a guaranteed hold from July 1, 2023 to June 2025, Renewal Notification  
Mrs. Bear said it looks like the rates went up from last year but not too much. Mr. Bard said this rate is quite low compared to other industry rates, which have gone up. I would suggest that we adopt it. Mr. Andrews said this is just the rate and not the contract. Mrs. Bear said the rates are very inexpensive.

g. Staffing Levels

Mr. Rohner said with respect to the balance sheet, I just want to have a discussion on it. I am looking to see where we currently stand with our balance sheet with respect to the current fiscal year. Are there any line items that are jumping out besides Charter Schools that are impacting our current fiscal year? Mr. Bard said I have not been able to take a deep dive into it yet. I hope, by May when I give the preliminary proposed budget presentation, to have a better understanding and information. At that time, I can have the answers to your questions in order to give you a better understanding of where we stand. Aside from the Charter Schools, I believe that is the financial pressure that the district is undergoing right now. I don't want to speak out of term and hope to have more information for you in May. Mr. Rohner said I am going to do a Right-to-Know Request for the balance sheet through the end of February. I know it is a PDF document and it is 62 pages but I am going to be looking for

that. With respect to the budget that we are proposing for 2023/24, I know that my Varsity Volleyball Coach is going to resign. He had asked, in his budget proposal for the new fiscal year, for an Assistant. The intent of that was for the Assistant to do a statistic which helps the student athlete to get acknowledged in the East Penn Conference. I know that the mass majority of the school districts have an Assistant but there are one or two in Monroe County that do not. I know that I lost a Volley Ball Coach because he did not get an Assistant. I know that we are losing programs up North. I don't think that I am going to have a Field Hockey Team. I know we don't have a Softball Team. I know that there are dollars out there that can be shifted to an Assistant for the Volley Ball Team. That was really the intent of my discussion for the upcoming budget discussion. Mrs. Bear said that I know for Coaches and Assistants that is part of Schedule B, which is done through Teacher Negotiations so my recommendation is that whomever is on the Early Bird Professional Staff Negotiations team to get that added in during their discussion. Mr. Rohner said at the end of the day the entire Board makes the decision. Mrs. Bear said if you want that added in, it would go to that Committee. Mr. Andrews said but we can also add it. Mrs. Bear said the last time the Professional Staff negotiated, they added an Assistant for the Softball Team for North and South, which did not exist before. Therefore, a Schedule B can be added. Mr. Rohner said it would be insignificant dollars. Mrs. Bear said correct. When you are in Executive Session, you should mention this to the Committee who are part of the Early Bird Professional Negotiations Committee. Mr. Rohner said I am also going to bring this up again during our Regular School Board meeting. I want the community to understand the actions of our Board. Mrs. Bear said I know that South does not have an Assistant Volleyball Coach either. Mr. Rohner said I am fully aware of that. Mrs. Bear said it is not a North vs. South issue. It is just that the Volleyball Team does not have an Assistant. Mr. Rohner said since there is no Field Hockey Team or Softball Team, there are dollars available for an Assistant. Mrs. Bear said correct. Mrs. Bear said an Assistant for Volleyball is for the next school year. Mr. Rohner said it would be for the upcoming budget. Mrs. Bear said North may have a Softball team next year. Mr. Rohner said I am not hopeful. Mrs. Bear said we shall see. Mr. Rohner said I do not see us building up anything. That is my honest opinion.

**VII. Recommendations by the Property & Facilities Committee (Pending Final Approval by Property & Facilities Committee)**

- a. D'Huy Engineering Invoices
  - i. Additional Retainer Tasks – Invoice #57401 \$2,047.50
  - ii. Resica HVAC Replacement – Invoice #57255 \$10,325.00
  - iii. High School North and Lehman Intermediate Rooftop Equipment Replacement – Invoice #57256 \$3,150.00
  - iv. High School South and J.M. Hill Flooring Replacement – Invoice #57257 \$3,030.30
  - v. Resica HVAC Replacement – Invoice #57556 \$27,062.00
  - vi. High School North and Lehman Intermediate Rooftop Equipment Replacement – Invoice #57557 \$80,451.00
  - vii. High School South and JM Hill Elementary Flooring Replacement – Invoice #57558 \$13,972.70

- b. Applications for Payment
  - i. Smithfield Elementary Roof Project – WTI Tremco – Application #2 \$24,944.06
- c. Current Projects List

Mrs. Bear said a lot of projects have not been started yet.
- d. JT Lambert Intermediate Auditorium Ceiling Repaint - Pocono Painting Quote, \$17,590

Mr. Rohner said did we get three quotes for the repainting. Do we just need quotes and not bid since its just for \$17,000? Mr. Bard said that is correct. Any item over \$22,000 needs to go out for bid.
- e. High School South Environmental Services New Equipment - LJC Quote, \$16,441
- f. High School North Environmental Services New Equipment - LJC Quote, \$16,441

Mr. Andrews asked what were these quotes for. Dr. Riker said this was for what Rob Romagno spoke about. His department had new ones on loan for us to try out. Now we are purchasing them. Mrs. Bear said it is for a disc scrubber. Dr. Riker said yes.
- g. Custodial Staffing Study - McCullough School Business Consulting Quote, \$6,710

Mrs. Bear asked if this is one of the departments that we are auditing this year. Dr. Riker said that is correct.
- h. Fire Protection Agreement - Keystone - Quote \$51,014.50

Mrs. Bear said are we choosing Cintas. Dr. Riker said no. The Property/Facilities Committee picked Keystone. Mrs. Bear said this is not the Keystone item that we added but instead it is another one. Dr. Riker said that is correct. It is for the current agreement with Keystone that ends in June. Mr. Andrews said it was said that Cintas does the uniforms and Keystone does the fire system. Dr. Riker said Keystone does a lot of the work that needs to be done so even if you went with Cintas they would contract Keystone out to do the work, as they indicate on their agreement. Mrs. Bear asked would they bill us for Keystone since they did the work. Dr. Riker said they will bill you separately for that work. Mr. Rohner said when we wrote up the bid request, was Cintas aware of their inability to provide us with full service. Dr. Riker said I cannot speak to what Cintas is aware of or not aware of. Mr. Rohner said if I am going to be approving the high bid, how do I explain that it is in the best interest to my stakeholders. There are two companies one is at \$36,000 and the other is at \$51,000. What is the difference? Dr. Riker said I can repeat myself. With the work that needs to be done, if Cintas would find something that they cannot do, they would contact Keystone to make the repairs or work; therefore, it can potentially cost the district more money. Mr. Rohner asked did they have language in their bid proposal stating that Keystone would be contracted. Dr. Riker said I am not sure. I know they are really proprietary on who can work on those systems. Mrs. Bear said if a repair is needed, is it included in the \$51,000 or would it be additional? Dr. Riker said I would say yes and no. Mrs. Bear said it may be depended upon the extent of the project. Mr. Andrews said it is not real clear here. Mrs. Bear said and there are no supporting documents. Mr. Andrews said they did not note what they could not do the work. Mr. Rohner asked are they both CoStar members. Mrs. Bear said she believes so. Mr. Andrews said it does not say what they are doing. It seems like apples and oranges. Mrs. Bear read what each

contract would include. They are similar but I do not know the fine print. Cintas has hourly rates for contracting out for Keystone to do the work. They would probably charge higher in order to pay Keystone. Mr. Rohner said Keystone also has work by others as Section 1 project scope per building. I am sure the language is the same for Cintas. I am going to have to study this. Mrs. Bear said I do not know where to go with this on the agenda. Dr. Riker said I have a suggestion. There is a reason why we have a Property/Facilities Committee. They vetted this with Chief Mill and they asked and he answered any questions. The purpose of that Committee is to forward it to you so that you can forward it to the full Board from a financial point of it. If you put trust in your Property/Facilities Committee since they have done their due diligence and they recommended Keystone. Mr. Andrews said what the Committee suggested was and /or. Dr. Riker said they didn't. The only reason that this is on the way it is, because due to the holiday this had to be completed prior to the Property/Facilities Committee meeting so that you would have it for today. The Committee did not propose one or the other. The Committee pushed forward Keystone. Mr. Andrews said I thought we chose Keystone. Dr. Riker said I should have explained it from the beginning. Mr. Andrews said the Board has the choice not have to approve it but the Property/Facilities Committee recommended it.

- i. Smithfield, Resica and Bushkill elementary Vestibule Project - A.G. Mauro \$55,550.00
- j. Smithfield, Resica and Bushkill elementary Vestibule Project - Keystone Fire and Security - \$72,535.00

Mrs. Bear said part of this is paid by a Grant and these two items go together. Mr. Rohner asked if this is for the locking mechanism. Dr. Riker said that is correct. Mr. Andrews asked do we have one more set left to approve. Dr. Riker said we have to order two more sets and then they would all be done.

#### **VIII. Recommendations by the Education Programs & Resources Committee**

None

#### **IX. Public Participation - Limited to Items of Discussion**

- A. Mr. Larry Dymond said George Andrews and Wayne Rohner know that I do a lot of research on the economy, stocks and bonds. I want to make the Administration and Board members aware that hard times are coming to our country. The cost for a barrel of oil is \$380.00. People are losing their jobs because companies are not able to afford products. There is a ripple affect going on with everything out there. There is nothing good going on with our economy. I think our Board, Administrators, and Business Director need to sit down and take a look at the budget. We cannot keep going along with how we been going. Six months down the line we are going to be in trouble. I had a discussion with Matt Cartright and his concern is that people are going to walk away from their homes because they would not be able to pay their mortgage/rent, put food on their table and pay all other bills. They will be moving in

with their parents. Our debt is currently \$4 million. Dr. Riker said our budget is \$190 million. Mr. Dymond said regardless it is not looking good out there.

Mrs. Bear said I know our debt service is going down and not going up which is good. Mr. Schlameuss said we have \$13 million to pay every year over the next seven years. A lot of our liabilities are for employees, benefits and things like that. Mrs. Bear said and health insurance. Mr. Schlameuss said we also have depreciation on our buildings and things like that. Dr. Riker asked did you see the PSBA Bulletin today. Four hundred and ninety out of 500 School Districts raised taxes. Ten have not and the ESASD is one of the ten. They did not list them but I know we are one of the ten. Mr. Schlameuss said I saw that a day or two ago. I do not know where they are getting their information. It depends on what year they are looking at. We raised taxes two years ago but not this year.

#### **X. Advisory Recommendations for Consideration by the Board of Education**

1.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by Wayne Rohner to recommend that the Board consider for approval the Finals site, (Blackboard Connect), Contract Renewal, 3-year Contract, Period 1- July 1, 2023, \$34,452.00, Period 2, July 1, 2024 - \$35,279.00, Period 3, July 1, 2025 - \$36,106.00. Motion was seconded by George Andrews 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 Student Information System, OneRoster Integration, 2023-2024 in the amount of \$5,139.87. Motion was seconded by Wayne Rohner 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 custodial supply bid award for 2023-2034. Motion was seconded by Wayne Rohner and carried unanimously, 4-0.

4.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by George Andrews to forward on the Regular School Board meeting agenda the contract to purchase fertilizer if provided to the Board before Monday's, 4/17/23, Regular School Board meeting. Motion was seconded by Wayne Rohner and carried unanimously, 4-0.

5.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by George Andrews that the Board consider for approval the quote from Educational Solutions Enterprises for the Laser Cutting and Engraving Systems for the Tech Ed. Department at North in the amount of \$14,040.00 and South in the amount of \$14,040.00. Motion was seconded by Wayne Rohner and carried unanimously, 4-0.

6.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by Wayne Rohner that the Board consider for approval the SunLife 2023 Contact Renewal - Life - .145, AD&D-. 02, LTD Rate 1 - .32 LTD Rate 2- .17 Voluntary Life Employee & Spouse - Age-Banded, Voluntary AD &D Employee & Spouse - .025, Voluntary Life Child- .180, Voluntary AD&D Child- .025. Motion was seconded by George Andrews and carried unanimously, 4-0.

7.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by George Andrews 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.

- i. Additional Retainer Tasks – Invoice #57401 \$2,047.50
- ii. Resica HVAC Replacement – Invoice #57255 \$10,325.00
- iii. High School North and Lehman Intermediate Rooftop Equipment Replacement – Invoice #57256 \$3,150.00
- iv. High School South and J.M. Hill Flooring Replacement – Invoice #57257 \$3,030.30
- v. Resica HVAC Replacement – Invoice #57556 \$27,062.00
- vi. High School North and Lehman Intermediate Rooftop Equipment Replacement – Invoice #57557 \$80,451.00
- vii. High School South and JM Hill Elementary Flooring Replacement – Invoice #57558 \$13,972.70

8.

**RECOMMENDATION BY THE COMMITTEE:**

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

- i. Smithfield Elementary Roof Project – WTI Tremco – Application #2 - \$24,944.06



9.

**RECOMMENDATION BY THE COMMITTEE:**

Motion was made by George Andrews that the Board consider for approval the following items d-j, which were recommended by the Property & Facilities Committee. Motion was seconded by Wayne Rohner and carried unanimously, 4-0. Wayne Rohner voted no to item h. Fire Protection Agreement - Keystone - Quote \$51,014.50.

- d. JT Lambert Intermediate Auditorium Ceiling Repaint - Pocono Painting Quote, \$17,590
- e. High School South Environmental Services New Equipment - LJC Quote, \$16,441
- f. High School North Environmental Services New Equipment - LJC Quote, \$16,441
- g. Custodial Staffing Study - McCullough School Business Consulting Quote, \$6,710
- h. Fire Protection Agreement - Keystone - Quote \$51,014.50
- i. Smithfield, Resica and Bushkill elementary Vestibule Project - A.G. Mauro \$55,550.00
- j. Smithfield, Resica and Bushkill elementary Vestibule Project - Keystone Fire and Security - \$72,535.00

Mrs. Bear said there are no recommendations from the Education Programs & Resources committee; however, I am going to recommend that everyone join the committee meeting on Wednesday, April 12<sup>th</sup> at 7:00 p.m. via Zoom. They will be discussing the Website update, which will be fantastic for us to hear. We will also learn more about A2E, which is a great program that we have that a lot of other districts do not have. Mr. Andrews recommended that all who sit in expulsion meetings/hearings should attend to hear about the A2E Program.

Mr. Jacob Moriss asked to speak even though he was not present during public participation. Mrs. Bear said as long as the item is on the agenda. Mr. Morris said I see on the agenda the North and Lehman Rooftop Equipment Replacement in the approximate amount of \$80,000.

Mrs. Bear said this project has been in the works for the last two years. We are redoing the roofs. This would be a discussion for the Property/Facilities Committee. Mr. Morris asked what are they purchasing. Mr. Rohner said they are purchasing HVAC Equipment. Mrs. Bear said the money was budgeted. Mr. Morris said I understand that money is there to spend on this project. I am wondering the possibility getting heat pumps. Mr. Andrews said this has nothing to do with that. About 4 or 5 years ago we budgeted this project. Mr. Morris said are we paying this project late. Mrs. Bear said we are paying for the work as it is being done. Mr. Schlameuss said this project has been underway for four years. We are moving along with the project. We cannot go back and change the specifications of the project. Mr. Andrews said if we have a new project, we may be able to consider Mr. Morris' request but these projects have already begun. Mr. Morris said I would ask that the committee look into moving forward with heat pumps. Mr. Rohner said I will share the invoice with you. We just made a multi-million-dollar commitment to upgrade our HVAC equipment. Mr. Morris asked is that going out to bid. Mr. Rohner said no we spent a lot of money of replacing controls and now we are replacing actual physical units on the roof tops. Mr. Morris asked is that a done deal. Mrs. Bear said this was decided four years ago. Mr. Morris said going forward you should look into heat pumps. Mrs. Bear said you can

discuss this with the Property/Facilities Committee. Mr. Morris said heat pump technology should be explored as opposed to the conventional HVAC equipment.

**XI. Next Meeting - May 8, 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 6:21 p.m.**

Respectfully submitted,  
Patricia L. Rosado  
Board Secretary