

**EAST STROUDSBURG AREA SCHOOL DISTRICT
BOARD OF EDUCATION
FINANCE COMMITTEE MEETING
November 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 5:30 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.
- III. School Personnel Present:** Brian Baddick, Peter Bard, Eric Forsyth, Edwin Malave, Daryle Miller, Damaris Robins, Patricia Rosado and William Vitulli.
- School Personnel via Zoom:** Brian Borosh and Denise Rogers
- IV. Community Members In Person:** Larry Dymond.
- Community Members via Zoom:** None
- V. Approval of Agenda and Minutes**

RECOMMENDATION BY THE COMMITTEE:

Motion was made by George Andrews to approve the agenda for November 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 Richard Schlameuss

Motion was made by George Andrews to add to the agenda V. Items for Approval letter h. Lakeshore Learning furniture purchase for Autism Classroom at Resica Elementary. Motion was seconded by Richard Schlameuss and carried unanimously.

The amended agenda was carried unanimously, 3-0.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by George Andrews to approve the minutes of the October 10, 2023, Finance Committee meeting. Motion was seconded by Wayne Rohner and carried unanimously, 4-0.

VI. Items for Approval:

- a. Approve BerkOne one-year agreement for the 2024 Homestead/Farmstead application Mailing for Monroe and Pike Counties - Option A - \$0.4379 per property owner at a cost of approx. \$6,000.00.

Mr. Peter Bard said there is an Option A and an Option B. Option B does not provide, with the mailing, a return self-addressed envelope. Option A does provide that option; therefore, it is easier for the taxpayer to send it back to their respective county. Mr. Andrews asked does this have to do with just the mailing part of it. Mr. Bard said, yes. What happens is that BerkOne will send out the homestead or farmstead applications to the property owner. The taxpayer will fill out and send it back to their respective county. Option A will give them a return self-addressed envelope to send it back to them. Mrs. Bear asked once you fill out an application, do you have to keep filling it out every year. Mr. Bard said I believe it is every two years. Mrs. Bear said I thought it was permanent. Mr. Andrews said you only fill it out once. Mr. Rohner asked what are we using now. Mr. Bard said we are using BerkOne. This request is for a one-year renewal, which includes the return self-addressed envelope. Every year we have to renew their agreement.

- b. Approve the payment of \$32,725.00 to Richard Drzewiecki (paid in two checks - one for \$29,750.00 and one for \$2,975.00) for an appraisal for a Commercial Property appeal.

Mr. Bard said this item was previously discussed. Mrs. Bear said I remember we discussed this in Executive Session. Mr. Bard said the Business Office has not issued a check for this commercial appraisal yet because we have not received an invoice or the proper documentation. The court has not set the appeal date yet. That is what the two checks are waiting for. Mr. Andrews said this is being handled by Mr. Brown. Mr. Rohner asked do we have any paperwork on this item. Mr. Bard said no. That is what I was just explaining that we have not received anything yet and that is why the check has not been issued yet. We are just putting this on the agenda because it was discussed last month.

- c. Approve the purchase of Parchment - Electronic School Records Retrieval tool - at a cost of \$11,482.00.

Mr. Andrews said I need more information on this item. Mrs. Bear asked what is this for? Mr. Eric Forsyth said Parchment is an electronic records retrieval system. We are finally at a point in the district to have an opportunity to utilize this system effectively. We have been using our Sapphire student information for the past seven years, which has allowed us to accumulate within that system electronic copies of the students' school records of various credentials, i.e., digital diplomas, graduation verifications, transcripts, things that would go to post-secondary institutions as well as items for other schools as they transfer in or out. Our system currently, in order to gather that information and provide them, is still largely paper based because we had to wait until we accumulated enough history to be able to make a reasonable conversion. Parchment is not a system that in any way overlaps with or does anything that our current student information system does. It simply takes the student's record when they are finished being a student here and puts them into a secure portal where the student or parent can access those records and have them transferred to the school that is receiving them whether or not it is a post-secondary institution. It can also be an employer for employment verification. They can send an official transcript directly to the school. Right now, we rely on those things being

sent via certified mail in most cases with hand raised seals placed on each one of the transcripts. This would eliminate that process. We are now in a position where we can upload all of the student records that exist into a system such as Parchment. We looked at several other systems that are out there as well, but they don't check the boxes or work with nearly as many school districts do such as Parchment does. By reference, two of our neighbors are using Parchment. They are the Pocono Mountain School District and the Pleasant Valley School District. Our guidance counselors have mentioned this to us in the past as well because they are familiar with the benefit that this would bring them to the students who wish to go in a sign up for their transcript to go to any school that they have applied to and thereby, give all those schools direct access to pull those transcripts as part of the application process. These are some of the highlights. What it does for the workflow of the district is, it allows individual requestors to make their request online from the district website that would encapsulate the Parchment page. It would allow them to fill out the information. Parchment vetts the individual as the actual user and then that request is still sent to the district where a human eyeball it and says it is good to go. Then those electronically stored records can then be provided to the individual that is requesting them as an unofficial copy or it can go as an official copy to a school that it is destined for. This service is something that we have been looking forward to progressing to. We are bringing it here at this point in the year because we have experienced some personnel staffing changes that is necessitating us to go ahead and look at this a little earlier than we thought we would want to. As we reviewed our system's readiness, we got a green check mark in every box in order to go forward with this. Mrs. Bear asked will they charge a fee for this. For example, if a student requests an official transcript from here to go to a college and the student graduated a year ago; therefore, not a current student. Would that student have to pay a fee like I do when I send my college transcript somewhere? Mr. Forsyth said presently, students who have been enrolled within the past 60 days, do not receive any fees for transfer of records or transcripts. If it has been longer than that Board Records Policy 216 currently states that the individual would be paying a set fee for that transcript whether it is unofficial, official, certified, etc. The difference with Parchment is, the Board gets the choice again. The model we have put before you actually provides for that payment taking care of all records transfer fees for the district's alumni forever. Meaning that the annual fee for Parchment says if you come on board and you are vetted as an alumni, you are transferring your information for free. The Board could choose to impose a fee, or the Board can choose to provide this service for free to all currently enrolled students and alumni. The Parchment cost is based on providing it freely to everybody who is an alumni. The difference is when it is not the student requesting it. For example, we fulfill many employment verification requests here at the district. The employer verification companies, that work with all of these employers, charges them a fee. They just hope that the record fee that we charge at the district is less and they make the net difference. We learned that our fee is less in every case. We don't charge much for those. What Parchment does is they have a set fee for the employment verifications. They then charge the employment verification company because they know how much money they are making. The district can then receive the difference

between those costs. The district would actually generate some small revenue through this for employment verifications. Mrs. Bear said so they would not charge a fee for a high school transcript to be sent to a college. Mr. Forsyth said correct and from district to district, which is another interesting feature. We can take even a record that has not yet been accumulated and finished. For example, a student may leave our district in the middle of the year and go to a school in Stroudsburg. When that record is requested by another school district, they can do so through the district's website. That request would go to that appropriate school. Currently, the appropriate school would be receiving that request on fax paper. They then have to sit down and pull the record together. In some cases, they have to print copies and fax them to another school office or create a PDF and send them via email, which is not really secure nor FERPA (Family Educational Rights and Privacy Act) compliant, but Parchment is. It protects the end to end transfer as well. It provides a mechanism by which we can do district to district transfers by funneling every request regardless of their type to that one spot on our website and then Parchment figures it out. Mr. Schlameuss asked is all of the data already archived. Mr. Forsyth said all of this data that we are talking about is already archived electronically here through Sapphire and that data would be uploaded in bulk for the composite records that are completed. Mr. Schlameuss asked how does it work for someone that graduated fifteen years ago. Would you still have to provide records manually? Mr. Forsyth said, yes, but once it is scanned, it goes into Parchment and it is now there forever so the student can request it dozens of times to send it to other places. There is no more going back and doing that again. Mr. Andrews asked have we already purchase this system. Mr. Forsyth said of course not. Mr. Andrews said it has Mr. Schlameuss name on it as the contact. Why? Mr. Forsyth said his name should be down as the signatory because provided that this gets moved forward to the Board, he would be signing it at the conclusion of the meeting. Mr. Andrews asked how long is this contract. Mr. Forsyth said it is a one-year price term but of course we would be asking for that to be prorated if we are going to be entering that at a different time of the year. Mr. Andrews asked for how long is the quote good. Mr. Rohner said the paperwork says December 2, 2023. We have through the next Board meeting if we wanted to act on it. If not, we will go back and get a renew quote. Mr. Rohner asked is there any reason why we didn't get additional quotes from competitors. Mr. Forsyth said we have looked at others. There are two or three people in this area. They didn't fulfill the workflow requirements that we needed. As you may know, looking at software is very difficult to compare good apples to good apples. This particular company had the best reference in our local area. It is being used widely and we thought it was the right fit for us. I can certainly bring you a detailed matrix with what the others provide but they were significantly lacking. With the software that we were looking at, we focused on the provider that was able to check the boxes we needed. Mr. Rohner asked since it is not in the budget what account are we taking this from. Mr. Forsyth said we are bringing this to the Board and the Finance Committee for your discretion since we were not anticipating do this. Otherwise, this would be in our operating budget moving forward for the 2024-25 school year. Mr. Rohner said I guess I need to look at my balance sheet to figure out that account.

- d. Approve the purchase of replacement cheer mats at HS South for a cost of \$11,005.00 from Ross Athletic Supply.
Mr. Andrews asked will this be paid through St. Luke's funds. Mr. Bard said, yes. Mr. Andrews asked how are the North mats. Mr. Rohner asked when was the last time North's mat were purchased. Mr. Vitulli said North does not have a need for new mats at this time. Mr. Andrews said the school is 23 years old that is why I am asking. Dr. Vitulli said North is aware that they can get whatever they need but they do not have a need yet. Both Athletic Directors work independently to get what is needed. Mr. Rohner said there is a difference. It is like night and day.
- e. Approve the one-time transfer of \$29,883.00 from the General Fund to the Cafeteria Fund to write off bad student lunch debts (uncollectable).
Mr. Bard said we underwent an Administrative Review from the Pennsylvania Department of Education. They noted that there was \$29,883.00 of student loan debt that was owed. We have had free meals since the start of the Pandemic, which was when everybody went to free. Before that, there was chargeable meals that went into effect as well as the prevention of lunch shaming. We could not deny students free meals. Now we have the 808 – Food Services Policy which talks about charges for school meals. Currently in place, they get a free breakfast and a free lunch, but they are not allowed to charge a-la-carte items. There has been no accumulation of student debt since we have gone into a Community Eligibility Provision (CEP) and have gotten free meals. This is an old debt that has accumulated prior to March 13, 2020. Since it is over a year, the debt has been deemed uncollectable. It has to be written off. We have approximately \$1.1 million in the cafeteria funds that is a surplus, but we cannot use that money to pay this off. That is not allowed. That is why I provided to you the guidance and the guidelines from the Commonwealth of PA. The money has to be transferred from the General Fund in order to satisfy the debt. I cannot do that on my own but rather the Board has to approve the transfer and that is why I brought it to your attention today. Mr. Andrews asked will you be transferring half of the money. Mr. Bard said, no, it is the entire amount that has to be paid off. Mr. Andrews asked what is highlighted in the backup in yellow. Mr. Bard said that is the guidelines so that you understand why I am bringing this item to you. Even though we have money in the cafeteria fund to cover it, we cannot use the cafeteria funds to correct the surplus. Mr. Rohner asked is the reason why because the cafeteria fund contains federal funds. Mr. Bard said it has nothing to do with that. It is because the excess funds in the cafeteria fund can be used for equipment purchases, enhancing the program, offering different food choices and things of that nature. Dr. Riker, Ms. Collevchio and I worked on a list that we will share at an upcoming Property & Facilities Committee meeting. Mr. Andrew asked can we purchase food. Mr. Bard said yes we can, but we cannot write off a bad debt. Mr. Rohner asked is there a policy about bad debt. Mr. Bard said yes. I just went over it with you like we do not allow students to charge a second meal or a la carte items and things of that nature. The only thing that we let them charge through the Community Eligibility Provision (CEP) is one meal. Mr. Andrews asked do you know what Policy number that would be. Mr. Bard said I don't remember the number, but I can look it up. The policy has been in place for a while. The

Principals were collecting some debt from the seniors but the bulk of this debt, if not all of it, is from elementary debt. Mr. Andrews said the parents would owe this debt. Mrs. Bear said the amount of the debt is not that bad. Mr. Rohner said the debt is from 2020. Mr. Bard said the debt is prior to March of 2020. Mr. Andrews said it could have been higher amount, so this is not too bad. Mr. Rohner asked what is an FSA. Mr. Bard said FSA is the Food School Authority.

- f. Approve a motion to authorize Monroe Career and Technical Institute to retain the 2023-2024 vocational subsidy in the total amount of \$1,410,873.00, with East Stroudsburg Area School District's appropriation of \$398,303.00, for purposes of funding the addition to MCTI. Subject to any requirements by law as may be applicable.

Mrs. Bear said I thought we already agreed to this. Mr. Schlameuss said we did this last year. Mr. Andrews said we do this every year. Mr. Bard said that is correct. This is a yearly thing that is sent out. Mr. Andrews said all four districts have to agree to approve this motion. Mrs. Bear said I believe the other districts have already agreed to it. Mr. Bard said we just got this information from Mr. Virga to place on the agenda.

- g. Approve Google Workspaces for Education Plus Licenses - \$29,050 (3 Year Agreement).

Mrs. Bear asked is this a renewal. I remember we did this a couple of years ago. Mr. Bard said that is correct. I believe Mr. Borosh is on Zoom. You can ask any questions you may have. Mr. Andrews asked what is this for. Mrs. Bear said it is for Google Classrooms. Mr. Bard said this is for the Google Classrooms and G Suite Space. It used to be called something else. Mrs. Bear said I remember we did this right around Covid, if I am not mistaken. Mr. Bard said that is correct. This is just a continuation of the same program that we have. Mr. Andrews said it is coming out of a different account. Mr. Bard said it is being purchased through an Omnia Partners Contract, which meets all of the guidelines without having to go out to bid. We had an original vendor, but Mr. Borosh went out to different vendors and this is a cheaper quote than the previous vendor. Mrs. Bear said you would think it would be the same. Mr. Bard said Mr. Borosh got the cheapest price that he could and that is why he went through Omnia to get it. It is a better price than we would have gotten from our original vendor. The price went up, but it is better than the price that we would have gotten. Mrs. Bear said I see that the prices on the document. All of our neighboring districts use it. You can see that the price for the three years stayed the same. Mrs. Bear asked does this matter how many licenses we get. I see it says 7,000 so it must be per student. Mr. Bard said correct and the faculty counts, too. It should cover everybody. Mr. Andrews asked if the \$4.15 is the price per person. Mr. Bard said I would assume so.

- h. Lakeshore Learning furniture purchase for Autism Classroom at Resica Elementary in the amount of \$23,977.00.

Mr. Baddick said thank you for adding this item to the agenda. The person that was overseeing this was hospitalized for about a week; therefore, we did not quite make

the timeline to get this on the agenda as we try to do with all of our items. A little bit of background is that we as a district have increased the enrollment with our autistic support life skills at the elementary level. In looking at the students that are coming in August and September, it prompted us to create a new program class over at Resica Elementary School. We have a continuation of life skills autistic support over there. That is the location where this class is. Also, when we do create a new classroom set up, we want to align and stay with the same furniture based on what we have in all of the other similar classes. This is what you are seeing here. We have this just about ready to go. We want to have everything in place for the students for when we open the classroom. This will help us be right in line with the timeline. Again, we have done other furniture replacements and furniture orders. We are just staying consistent with what we have done in the past with all of the other buildings especially in the areas of autistic support and life skills. That is why I am here tonight. Mr. Andrews asked are we using a portable unit. Mr. Baddick said we are not using a portable. There is a separate pod there. Mrs. Bear said it is attached. Mr. Baddick said it is a permanent structure, but this is not the portable for this. We have a classroom. Mr. Andrews asked is this a sensory class. Mr. Baddick said no we are not talking about a sensory classroom. This is for a support classroom with a teacher and students. It is for an autistic support class that has a restroom right by it for easy access for the students. This is a permanent program class. The sensory program that we did at Resica is in the pod, but this is a separate classroom that we opened up with Special Education with teachers, para, and we are looking to add around 6 to 8 students. We looked at the IU 20 to see if they would help us open a new program, but they declined; therefore, we as a district have an obligation to create and open the classroom as a district classroom. Mr. Andrews asked are you trying to get more special education students back in the district. Mr. Baddick said we are and that is why we are opening this one here. Mr. Rohner said will this be financed through the capital reserve. Mr. Baddick said this will be paid through ACCESS. We have funds in there. We always budget money aside for new initiatives if it is an unexpected initiative that require us to open one up. Mr. Andrews asked how much do we have in ACCESS right now. Mr. Baddick said it is very healthy account. We as a district average right around \$3.5 to \$4 million a year. The money has to be spent towards special education programming such as this program. Mr. Andrews said we never seem to be drop down. Mr. Baddick said we do, and it then goes up. We have a healthy billing plan in place where we are able to do the collection and do the billing for that, so it is really healthy. It is very stable. Mr. Rohner said you made a note that this isn't the lowest price. What is the difference? Mr. Baddick said we try to be consistent and utilize the same company with the same product from the previous company. We want to purchase the furniture that we purchased in the other classroom. We are trying to stay with the same vendor since we know that the items are very good. Their guaranty is very solid. We are looking for quality material that lasts. As you know, classroom furniture wears out very quickly. Mr. Rohner said it is about a \$1,500 difference. Mr. Baddick said that is correct. It is all from the ACCESS Funds, so we have to spend the money down and put it towards the students.

VII. Items for Discussion:

- a. Presentation on School Transportation Vehicles by Eric Forsyth and Damaris Robins.

Mr. Bard said Mr. Forsyth and Ms. Robins are going to talk about the capital of vehicles. Next month, they will talk about the different leasing approaches. Mr. Forsyth said one of the items that we have been working on for quite sometimes, and wanted to bring to the committee, has to do with our bus technologies. Mr. Schlameuss knows when we were working through the Support Staff Contract, there were some discussions on several items that would make our lives better, safer, and more productive for our staff who really use their buses as their office every day that included going to a tablet-based environment on the bus for various reasons that we discussed. As we started looking at these technologies, it became very apparent that it is not just a matter of going into our buses and placing a tablet and say this will work. Currently, we use Zonar for our GPS on all of our buses. We also utilize Zonar for our student tracking on the buses. Zonar provides our drivers with a pre-trip system that allows us to determine if the driver actually went and checked all of the various areas that they are required to before utilizing the vehicle. Zonar is coming to the end of its life where it will be required to be updated. We took a step back and reviewed the entire package that we have on our buses and asked what would we want to propose in order to address all of the items that were brought to us, through the discussion between the Board and the Association, items that would be very helpful to the district with regards to the security on the buses. We discussed this at length with the Superintendent and Chief Mill. What we are bringing you this evening is a very lengthy project. We began this project in May. We started meeting with various vendors looking at what technologies we had and how these all integrated with Info Finder, and Route Finder, which is our finder routing package. We came to a conclusion that there were about seven or eight vendors out there in this case, but they were all over the place with regards to what they were able to offer to a district our size and to also give us what we are used to seeing. For example, in our school buses currently we have about six different views. You have the stop arm view, a view looking out the door, a view looking over the hood, you have a view looking into back to the cabin of the bus, etc. Some of the vendors we looked at provided for a camera on a dashboard of the bus looking forward and one looking backward. Some of their focuses as a vendor was simply to look at driver's safety. They would look to see if the turn was too sharp, did the driver lean too far, was the driver going too fast and here is a video of the incident. Of course, in our arena, we are looking for student safety, too. We went through these various vendors and created a spreadsheet. We are going to go through it very briefly.

We started with our Routing. That is our Transfinder System. We are currently utilizing the majority of this already. We are making this investment. We are recommending that we stay with that investment and keep moving it forward.

Then we layered on top of that Zonar under GPS Service. We are currently using Zonar. We are not recommending any change there because the hardware that we

use in the buses to scan our student ids would stay. There are other pieces that would need to be changed if we wanted to provide a tablet environment on the bus because the way a driver would pre-trip a bus in this case is that the tablet would go with him/her. They would go around the bus and do the pre-trip and restore that tablet to the dashboard of the bus.

Wireless -while we currently have wireless service to provide for the GPS, we would need to expand that to video, which is what the district is in need of. We spoke to Chief Mill for the need to have live look-in on the bus. Something is happening. Can we look at what is going on? No. The bus has to come back to the lot. One of the Police Officers has to be dispatched. The SD Card has to be removed, the SD card comes back to their office and the SD card is replaced with a blank one. That SD Card comes back to the office, uploaded and shared securely with the individuals that need to review that footage. In the environments that are available today from several of these vendors, we have the ability to just allow the buses to come back into the lot. They would communicate over a specialized proprietary wireless network for that lot. All of that data would be uploaded to a local server and ideally on the cloud within minutes. Also, if there is an urgent need, we would have the ability to look into a school bus while it is moving using a data signal. That is where the wireless comes in.

Tablets – Again, replacing an LCD- type handheld unit that the driver uses for walking around presently with a tablet that gives them access to the Service Finder suite, which is part of the Transfinder Suite that we are expanding into currently to provide for electronic vehicle records, for service inspection, etc. They would also be able to submit a ticket for the vehicle that you are driving electronically and many other features.

Cameras – As you can see, we have around six different camera vendors listed. We simplified it greatly with the chart that you see at the bottom of the page that indicates which vendor provided what. As an example, Zonar, which we presently use for our GPS service and for our student ID tracking, is able to provide us with a Cloud-Based System, where we can look into the bus live but with two camera views, which means we are taking a step backwards with regards to what we currently are used to. We would lose the stop arm camera, as an example, in that configuration.

All of them work with our Wave Finder and GPS Tracking as you can see in the chart is handled by Transfinder and Zonar together. I am going to go to one of the more expensive solution, Gatekeeper. It provided us with six different views, and it is cloud based but we did not have any ability with that system to look in live or to get a copy onto our local servers here, should there be any type of wireless disruption. All things considered, we felt that 24/7 as a vendor provided the best option for the district on top of these technologies. We provided you with a cut sheet. It is called Omniview 360. This is an example of what an Omniview camera looks like. A full-size 72 passenger school bus would have about four of these

going back to the ceiling of the bus. If you flip the page, you will see actual views of what one would be able to see inside that vehicle. We shared this with Transportation, some Administrators and School Police. This is a night and day difference as to what we can presently view and see inside any of these vehicles. They are by far the superior provider in the field for this. We also included a cut sheet that explains some of the various services that Zonar provides for us. We do utilize a number of the ones that are pictured in here. You will see there is various presentations on the third page of the packet about third party apps going onto the mobile tablets that could be in buses to achieve some of the efficiencies that we spoke about previously. Here we are providing you with total cost of ownership (TCO) for over three years to show you what a project like this would cost to impact the entire fleet of transportation vehicles that we have. Interestingly, 24/7 is not the most expensive but it is right there with Gatekeeper who is the nearest one that provides adequate service for the district. Mr. Andrews asked him what sheet are you speaking about. Mr. Forsyth said it is the single sheet in your package with the spread sheet which gives you the total cost of ownership in the bottom of the sheet. We are here tonight just to say that we have done this much homework. We have brought it to the point where we see how much an investment like this could cost the district. This is something that would definitely need to be phased in accordance with the acquisition plan that we are going to be discussing next with regards to our school buses. If this is the direction that the Board would like to move toward, we don't want to be putting these in buses that would be going back during the school year. There will be some flexibility on how long this could take to roll this out. I would like to make a comment, before there is a question, about Provision. They are our current vendor. They quoted us a solution. You can see the price for that reference; however, that relies on us utilizing the existing equipment that they have presently in the buses. We are beginning, due to their age, to experience failures and problems. We would need to go out and forklift that system. We didn't go and do that with that quote because their service did not check all of the boxes. Our point tonight was just to bring you preliminary information and await further direction from the Board as to what they would like us to do with any of these technology replacements.

Mr. Andrews said this would be something for the new Board to decide. Mrs. Bear said they are here tonight to give us information and that is it. Mr. Andrews said you will need to give this same presentation to the new Board members. Mr. Rohner asked do we have a total of 133 buses. Mr. Forsyth said that is the total number of units. Mrs. Bear said we are not going to buy them all at once because we do not have those funds. Mr. Andrews said this is a very interesting concept and we would need to further discuss this. I can't see us spending about \$1 million if we don't have all of the information. Mr. Forsyth said \$1 million would be over three years. Mr. Schlameuss asked does this include an installation fee as well. Mr. Forsyth said, yes, we are pricing this turnkey. Mr. Schlameuss asked are the stop-arm cameras a separate device than the camera system that is internal to the vehicle. Mr. Forsyth said they are a separate camera, but they still have to be brought back to a digital recording device on board. The solutions that we are looking at do is just like our

present one does. The difference is you have the ability to also upload the video. The way those work is that there is a capture button that exist for the driver. Whenever the car runs the red light, the bus driver can capture that. When you hit the button it can take you to 30 seconds before, 30 seconds after and provides us with a video clip with the front and back of the vehicle that goes through. In order for that to work, it has to have some place in the system for that to reside. Mr. Andrews asked are our cameras starting to have issues. Mr. Forsyth said our cameras are starting to experience challenges. The only solution on the page in front of you that allows for the rejuvenation of the cameras is the quote from Provision, but it does not achieve all of the results that the district is seeking. Mr. Rohner asked how old are the cameras. Mr. Forsyth said they vary in age from five years to seven years and some even older than that. Mr. Bard said the overall cost for a vehicle, if you are looking at about 123 units, it is about \$8,943,09 per vehicle. If you are looking at it at a district level, for the type of work that we are doing, it is not that expensive to have for a system that we are going to have to replace anyway. Cameras are beginning to fail. They are probably at the end of their life cycle . That is what Mr. Forsyth is saying. Mr. Andrews said we will need to replace buses, too. Mr. Bard said the bus aspect is, I think, we don't want to stretch our capital budget out and demolish it with our vehicle purchases because we will do that if we buy 75 buses at about \$10 to \$12 million. I will be talking about leasing compared to buying them. We have talked about this in the past. I will be bringing a presentation to the Finance Committee in December once the date is set at the Reorganization meeting. Tonight's presentation is just for discussion purposes. We are not asking the Board to make a decision at this point. When you are looking at the cost for the cameras and the geo fencing and the different types of stuff that will be available for the parents, i.e., where is my bus type of thing. It is almost similar to the Amazon alert that says your package is ten stops away. Parents/Guardians will get a notification that says your child is 5 bus stops away. This way you will know that your student is on the way. This is all also for the safety aspect of it for your student. It will keep them safe as well as the driver with all of the different camera views so that we know what is going on in the vehicle. It will help with bullying, harassments, vandalism and all other things that are happening in the vehicle. It will be a sound investment when the time comes to do that. I think we also need to figure out what to do. I would be in favor with doing a one-time purchase of all of the units that we need at this point because we can do it in the vehicles that we are going to keep and then hold off on the ones that we are not going to keep. That way we start the process on getting those vehicles online and on the systems because we are not going to get vehicles in for the 2024-2025 school year. The Board will decide in January or February on what they would like to do for buses. Mr. Forsyth said we are mentioning some of the comprehensive technology facelift for those vehicles. For example, one of the things we find that could be challenging for substitutes is where to drive the bus. These systems that we are talking about would provide a driver with turn by turn directions. There is a lot to this than just cameras. Cameras are a significant majority portion of this purchase. But it has all been carefully looked at to work together. This is important so that we don't have unnecessary overlapping technology that we are purchasing. Mr. Andrews said these systems should work

with the disciplinary aspects of the students. Mr. Schlameuss said I have a couple of questions with the cellular service. Each unit will not have its own cellular carrier. We will have a common plan and each vehicle will be attached to it. Mr. Forsyth said that is right. The piece that uses that plan actively is the visible piece here that we will purchase in the wireless camera system. There are two different channels for that because of the amount of bandwidth we will use for it potentially. The tablet and video portion of it are working on a plan. The Zonar piece encapsulates the wireless piece with what we are already purchasing. It is a different plan. Mr. Schlameuss asked is it included in the plan. Mr. Forsyth said with Zonar it is. It is GPS pinging. The other concern I have with it is that when it is live, and I know we are not doing it all of the time, you have what we don't have, will you be able to get to a place where you can download the data until you are able to get to the district's internet. That is my concern that although you go live, you may not get to the data or know about the event until you reach a school. Mrs. Bear said the only time we might have used that was that time when we had that one incident with the fight on the bus. We could have looked at it live. Mr. Andrews asked will the live system work with Transfinder. Mr. Forsyth said yes. Mrs. Bear said there are certain places like where I live cellular service is spotty. For example, at my house Verizon does not work but AT & T works. Up North Verizon works but AT & T does not work. How do we get around those issues. Mr. Forsyth said in looking at the various modems that some of the providers offer, some of them have multiple band radios in them. What we will want to do if we move forward with this is we would be looking at specifically which of the two we would need. We would currently have to activate a 133 Zonar System on here that is if we replace their system. If that is all that we are using it for GPS pinging, recording back location and swiping data, we would be able to get a much reduced rate on these. There would not be any recurring cost because they allow for that in their business model. When we start getting into the camera technology, the challenge there is if you want it at all, we can't predict which vehicle we would ever use this on. The pricing on here is based on consumer pricing. Our Technology Department under Mr. Borosh's direction has gotten back to us and provided us with our rate for the data for those vehicles, which is about half of what we are looking at in our budget price. That will allow us to make the decision if we want to spend that \$50,000 for the year on data to allow for that when we need it. I would say from the radio traffic and from speaking with Chief mill, there are more incidents than probably just a few. You, Mr. Schlameuss, are looking at it for transit, often enough to look at a vehicle to see what is happening while we are getting to the to the scene that took place. From our perspective, yes it is two radios and it would be \$50,000 to \$60,000 for the fleet annually that we would be absorbing possibly, or you can download a post incident, but this is one feature that we were able to bring to the table. Mrs. Bear said with 24/7, the camera does not include looking at live with without having Wi-Fi. Mr. Forsyth said correct, you would have to have cellular data for looking at it live. Mrs. Bear said and you would need to have cellular service working in order for it to work. Mr. Forsyth said correct. Mr. Schlameuss said you would hope that it works. I have two plans and neither of them worked to satisfaction. Mr. Forsyth said there is change with that as well as we move from the third generation with Zonar equipment into LTE and now into 5G

band. They are called propagations, which is different areas where the signals are working and tuning them in times to come. Mrs. Bear said from Bushkill Falls to the post office there is a dead zone. Mr. Schlameuss said I guess what will help us is to let us know which vendors you prefer and the package that you would think is best appropriate. Mr. Forsyth said our recommendation that we have been working on since May would be 24/7. That is the one that is on the top choice in the bottom of the page. It would provide us with all of the features that would future proof us as best as we could. Mrs. Bear asked would it include Zonar. Mr. Forsyth said if you look at this sheet, it shows you that we included everything here Transfinder, Zonar, etc. It even includes the buildout of the wireless networks that would have to take place in each of the bus yards. It includes installation and turnkey scope of the project to rolling it within many months. The fleets will be done in sections, North, South and to do the buses that are coming later. It does not conflict with what is there. Buses will still have their SD cards in them that work until they get upgraded. This is a total package of all of the bus technologies. Mr. Andrews asked are you picking 24/7 over the less expensive ones. Mr. Forsyth said that is our recommendation. Mrs. Bear said Gatekeeper is more expensive. Mr. Forsyth said the total price is on the bottom of the page. It begins with \$865,760.93 then \$119,156.00 and \$119,156 for a total of \$1,104,072.93 over three years. Mrs. Bear asked are we continuing to use Transfinder and Zonar. Mr. Forsyth said they are the staple systems for all of this. What changes is the numbers of the camera systems that we are going to integrate with them. Mrs. Bear asked what is the difference between the tablets because you have three different prices. Mr. Forsyth said the tablet is the cost on the top of the chart where it says Samsung. That is a State contract price. Wayfinder is the software that has to be installed on each of those tablets that licenses them to work with the Transfinder System. The mobile shield is what they call Mobile Data Management so that they can be probably secured (MDM) and controlled remotely. Collectively they make up the total cost of the tablet. Mrs. Bear asked will they be mounted. Mr. Forsyth said yes, and the mounting is included on the price of the tablet. Mr. Rohner asked do we need both of those programs the Wayfinder and the Mobile Shield. Mr. Forsyth said, yes. That does change depending on the camera's software. We paid a lot of attention to all of the details. Mr. Andrews asked that expense is included with the payment to 247. Mr. Forsyth said, yes. Mrs. Bear asked is this the best tablet they recommended for the date needed. Mr. Forsyth said, yes, because of the data that is on there. We can purchase on our own, but the price was coming back the same. They recommended them for rugged use. Mr. Schlameuss said the tablets will get expended after 3 to 4 years. Mr. Forsyth said that is why we went with a three-year investment because we cannot predict in the meantime failure and beyond. Mr. Andrews asked how many years would this system last for, 4 or 5 years? Mr. Forsyth said it depends on when that operating system that comes with the tablet can no longer be applied. Mr. Schlameuss asked will the 360 view hard drive be able to sustain all movements and have solid space. Mr. Forsyth said there will be no bouncing around nor would it have obscure view. I have sheets available with all of this information. I didn't go into all the details tonight but can give you the information at your request.

VIII. Recommendations by the Property & Facilities Committee

- a. F350 4x4 Supercab - Koch 33 Auto \$53,025.00 (to not exceed \$55,500 as per P&F board from capital budget).

Mr. Bard said the reason why this recommendation says not to exceed \$55,500 is because the Property & Facilities wanted the truck to be outfitted with a plowing package. I believe Mr. Miller went out and got that quote. Mr. Miller said the committee asked for a towing package be added to the truck. Mrs. Bear said if I am not mistaken this vehicle will replace a district vehicle. Mr. Bard said this vehicle will replace a bucket truck that is not being used any longer. Mrs. Bear asked are we going to sell the truck that we are not using through an auction. Mr. Bard said I am not comfortable selling it. It will probably be salvaged because the floors are rotting out; therefore, I am not comfortable selling it due to liability reasons. This is the price we got, which includes the towing package. This is a Co-Star price. Mr. Andrews asked is this an on-the-lot pricing. It says it includes a Chrome package. Mrs. Bear said the Chrome package includes Center Ornaments. Mr. Miller asked to see what was submitted to the Board. Mr. Miller said this can be removed unless it's part of the towing package. Mrs. Bear said it says it also has the snow plowing package. Mr. Miller said it is a snowplow prep package. Mr. Bard said we are getting the basic package. It is a 350 XL so it is a bottom level truck. Mr. Rohner said it is not decked out. Mr. Bard said, correct. Mr. Andrews said whatever is not needed should be removed. Mr. Rohner asked since it is not the lowest bid, I looked at a GMC which had the lowest bid. What is the cost for the GMC if we added the towing package. A GMC pickup truck is a better truck than the Ford 350, that is my opinion. What is the total cost with all packages for the GMC Truck. At the end of the day, we are supposed to take the lowest bid by law. Mr. Miller said we do not have that information. The Property and Facilities Committee asked us to include the towing package on the Ford truck and that is the information that we brought tonight. Mr. Rohner asked what is the difference between the two cars, including all packages. Mr. Miller said if I remember correct, it was about a couple of hundred dollars. I do not have that information with me. Mr. Rohner said the numbers are good until December 31, 2023. Is that correct? Mr. Miller said yes. Mr. Rohner asked are both of these vehicles being held in the lot from now until December 31, 2023. Mr. Miller said neither one is available. Mr. Bard said once the Board approves the truck and the district orders it, the prices are locked in. All we have to do is place the order once it is approved. I do believe the price between the two was meniscal. It was like a \$1,000 or \$2,000 difference. Mr. Rohner said they are both co-Stare prices. Mr. Bard said correct. One of the reasons I put forward this truck for approval was because our whole fleet were Ford pick up trucks except for the Dodge Ram. Mr. Schlameuss said because it was part of a Co-Star price, you do not have to choose the lowest bid. You have to choose the one that meets your specifications. The question is which one will hold the price and deliver the vehicle faster. Mr. Miller said I asked both and they both told me I don't know. Mr. Bard said the issue with that is that there are still labor issues going on. The union just voted no on the tentative contract. Mrs. Bear said she just looked online for the other vehicle's price, and it was \$52,289.86., which is a difference of about \$700. Mr. Andrews asked if this includes the packages. Mrs. Bear said it includes whatever they presented at the Property and Facilities Committee meeting. I believe it was without the towing package. Mr. Bard asked have we had issues with the Ford trucks. Mr. Miller said we have not had any

issues. Mr. Bard said it does not matter to me which one is purchased. I will order whichever one the Board approves. Mr. Schlameuss said if the district has other Ford trucks, it would be better to buy since they already have these parts available for repairs. Mr. Bard said we buy parts in bulks so this would save the district some money. Mr. Rohner said that is why I asked for that inventory list.

- b. High School North Varsity Baseball Field - AAF Landscaping \$17,071.35 (capital budget).

Mrs. Bear asked why is the softball field not being landscaped. Mr. Miller said this item was due to some repairs that needed to be done. The softball field does not need anything done at this time. Mrs. Bear said Lehman needs some repairs. Mr. Miller said we are starting the process to also repair the field at Lehman. Mrs. Bear said Lehman teams have been playing in the Varsity field due to some drainage issues. Mrs. Bear asked are we repairing the Lehman field's inhouse. Mr. Miller said correct. Mr. Andrews asked if this price includes the repair of the drainage issue. Mr. Miller said this has nothing to do with the drainage issues. This has to do with regrading of the field. Mrs. Bear said this process may help with the settling of the water.

- c. Current Project List

IX. Recommendations by the Education Programs & Resources Committee

- a. Approve the Houghton Mifflin Harcourt English Language Arts Curriculum for the Intermediate School in the amount of \$573,844.39.

Dr. Vitulli said we are happy and confident with the success so far with HMH at the intermediate level.

Mr. Andrews asked if we are currently using this material. Dr. Vitulli said we are using it for ELA in the middle school. Envisions and Study Zinc are the two current study programs that we are replacing with Reveal Math and HMH. We are looking to have some consistency from the elementary level through intermediate level. This is for all of the consumables that we will need for six years. Generally, we work with a six-year cycle with curriculum.

- b. Approve the renewal of Math Seeds (Used in K and 1st grades) at a cost of \$13,751.25.

Dr. Vitulli said, again, this is an annual renewal. It just falls at a funny time of the year. We normally renew them in the summer but this one fell out of zinc. This one will expire in the end of December. Mr. Rohner asked have we budgeted for all of these items. Dr. Vitulli said yes. Mr. Andrews asked have the student scores improved. Dr. Vitulli said I am excited by the scores and the growth that we are experiencing especially in the elementary schools.

- c. Approve McGraw Hill Reveal Math Curriculum for K-5 throughout the District at a cost of \$755,550.56.

Dr. Vitulli said this contract is for K-5 and I am going to suggest, since I have been going back and forth with this company, I have another quote here and this is really what I wanted. He was late in getting it to me. The new price is \$600,401.19. This is a six-year purchase, which includes consumables and everything that we need for the

children in k-5. It also includes professional development for the staff. Mr. Rohner asked is this a six-year program. Dr. Vitulli said, yes it is. Mr. Schlameuss said this is a savings of about \$155,000. Dr. Vitulli said they had priced in things that we do not need. Mrs. Bear asked if this program is replacing one that is in place. Dr. Vitulli said it is our new math program. Mr. Andrews asked, and this is for k-5. Dr. Vitulli said correct. This is so that we can have consistency throughout the grades. Mrs. Bear said and that is why we have the next item.

- d. Approve McGraw Hill Reveal Math Curriculum for 6-8th grades throughout the District at a purchase price of \$189,493.20.

Dr. Vitulli said this price is correct. Mr. Andrews asked if all of the classrooms will be using this Math program. Dr. Vitulli said k-8 will be using this program. Mr. Andrews asked so all classrooms would need to have this program. Dr. Vitulli said currently we are doing this as a pilot in some of the classrooms. We are trying some of these out and the teachers are in love with it. We are very encouraged by what we are seeing. I want to make an early commitment in order to save some money. We know we are going to go this way. Dr. Vitulli said the three contracts and another deal we have with HMH saved the district \$305,031.77. Mr. Andrews said how long is the commitment for. Dr. Vitulli said they are all six-year contracts. Mrs. Bear asked do they still teach that Common Core. Dr. Vitulli said yes, that still exist. We are looking for a better way to do it.

- e. Approve Learning A-Z Raz-Plus Renewal for use with Elementary ELA Curriculum at a cost of \$8,424.00.

Dr. Vitulli said this a supplement to the ELA curriculum we purchased, and it is an annual renewal. Mrs. Bear said and we are currently using this program. Dr. Vitulli said we have used this program for a couple of years now.

Mr. Andrews asked are the prices of all of the contracts locked in until we buy them. Dr. Vitulli said it is until they are delivered but one quote is good until the end of December. Mr. Andrews said one of them says it is good for 120 days. Dr. Vitulli said all contracts have different dates. Mr. Andrews said they would need to hold the price. Dr. Vitulli said that is correct.

X. Public Participation - Limited to Items of Discussion or Approval

- A. Mr. Larry Dymond asked do we have any information regarding the report that was done for the water at the bus lot. Mr. Bard said this is the first that I am hearing about it. I will need to find out and get back to you. Is there no water at the bus lot? Mr. Dymond said they have water, and it was tested but it didn't pass the test. Mr. Bard said that Dr. Vitulli was able to get in touch with Mr. Romagno regarding the testing of the water. Mr. Romagno said he pulled the tests from the last six months and there were no bad results from the drinking water. The water at the bus lot is safe to drink. Mrs. Bear thanked Dr. Vitulli for looking into that. Mr. Rohner said you are most likely dealing with discolored water.

XI. **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 BerkOne one-year agreement for the 2024 Homestead/Farmstead application mailing for Monroe and Pike Counties - Option A - \$0.4379 per property owner at a cost of approximately \$6,000.00. Motion was seconded by Wayne Rohner and carried unanimously, 4-0.

2.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Richard Schlameuss to recommend that the Board consider for approval the payment of \$32,725.00 to Richard Drzewiecki (paid in two checks - one for \$29,750.00 and one for \$2,975.00) for an appraisal for a Commercial Property appeal, upon receipt of the bill. 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 purchase of Parchment - Electronic School Records Retrieval tool - at a cost of \$11,482.00. Motion was seconded by Wayne Rohner and carried unanimously, 4-0.

4.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Wayne Rohner to recommend that the Board consider for approval the purchase of replacement cheer mats at HS South for a cost of \$11,005.00 from Ross Athletic Supply, paid by St. Luke's funds. Motion was seconded by Richard Schlameuss and carried unanimously, 4-0.

5.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Richard Schlameuss to recommend that the Board consider for approval the one time transfer of \$29,883.00 from the General Fund to the Cafeteria Fund to write off bad student lunch debts (uncollectable). Motion was seconded by George Andrews and carried unanimously, 4-0.

6.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by George Andrews to recommend that the Board consider for approval the authorization for Monroe Career and Technical Institute to retain the 2023-2024 vocational subsidy in the total amount of \$1,410, 873.00, with East Stroudsburg Area School District's appropriation of \$398,303.00, for purposes of funding the addition to MCTI). Motion was seconded by Richard Schlameuss and carried unanimously, 4-0.

7.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Wayne Rohner to recommend that the Board consider for approval the Google Workspaces for Education Plus Licenses Proposal in the amount of \$29,050 (3 Year Agreement). Motion was seconded by Richard Schlameuss 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 quote from Lakeshore Learning for furniture purchase for an Autism Classroom at Resica Elementary in the amount of \$23,977.00 (Paid through ACCESS). Motion was seconded by George Andrews and carried unanimously, 4-0.

9.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Richard Schlameuss to recommend that the Board consider for approval the purchase of a F350 4x4 supercab - Koch 33 Auto \$53,025.00 (from capital reserve, not to exceed \$55,500.00) in accordance with the recommendation of the Property and Facilities Committee. Motion was seconded by George Andrews 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 proposal from AAF Landscaping for the High School North Varsity Baseball Field in the amount of \$17,071.35, in accordance with the recommendation of the Property and Facilities Committee. Motion was seconded by Richard Schlameuss and carried unanimously, 4-0.

11.

RECOMMENDATION BY THE COMMITTEE:

Motion was made by Wayne Rohner to recommend that the Board consider for approval the following items, which were recommended by the Education Programs & Resources Committee. Motion was seconded by Richard Schlameuss and carried unanimously, 3-0.

- a. Approve the Houghton Mifflin Harcourt English Language Arts Curriculum for the Intermediate School in the amount of \$573,844.39.
- b. Approve the renewal of Math Seeds (Used in K and 1st grades) at a cost of \$13,751.25.
- c. Approve McGraw Hill Reveal Math Curriculum for K-5 throughout the District at a cost of \$755,550.56.
- d. Approve McGraw Hill Reveal Math Curriculum for 6-8th grades throughout the District at a purchase price of \$189,493.20.
- e. Approve Learning A-Z Raz-Plus Renewal for use with Elementary ELA Curriculum at a cost of \$8,424.00.

- XII. Next Meeting - Pending Board Reorganization Meeting on December 4, 2023. Mrs. Bear said that the Finance Committee meeting would most likely be on December 11th unless the MCTI meeting meets on that day. If so, the meeting will be on December 12th.

RECOMMENDATION BY THE COMMITTEE:

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

- XIII. **Adjournment: 6:55 p.m.**

Respectfully submitted,
Patricia L. Rosado
Board Secretary