

**FINANCE AND LONG RANGE BUDGET PLANING COMMITTEE**  
**MINUTES – MEETING OF November 14, 2011**

IN ATTENDANCE: Committee Chair Thomas Reinboth, members Mark B. Miller and Michael Hartline

STAFF: Dr. Jennifer Cressman, Christopher M. Berdnik. William Gretton III, Robert Reed

PUBLIC: Steve Adams, David Shafter, Jim Boyle.

**CALL TO ORDER**

Mr. Reinboth called the meeting to order at 7:00 p.m. and asked the members of the Board, Staff and public to introduce themselves.

**MINUTES:**

Mr. Miller made a motion to approve the minutes of October 17, 2011, Mr. Hartline seconded. Motion carried 3-0.

**BENEFITS/PAYROLL**

- a. Status of DVHIT transition
  - i. Authorize execution of various plan documents
  - ii. Approve ERRP data agreement with IBX

Mr. Miller made a motion to move documents to full Board for execution, Mr. Hartline seconded. Motion carried 3-0.
- b. Progress of PSEA health care consortium

Mr. Berdnik explained that the material provided information on activities of the consortium and upcoming meeting dates.
- c. Dependent Verification RFP

Mr. Berdnik stated that Ms. Polly Moore, Director of Human Resources requested that the Committee recommend the bid from Core Benefit Services to the full Board. Mr. Miller recused himself due to knowing one of the bidders. Mr. Hartline made a motion to move the contract to the full Board for approval, Mr. Reinboth seconded. Motion carried 2-0-1.  
Mr. Reinboth explained that the dependent verification was a routine process.

**COPY CENTER UPDATE**

Mr. Berdnik explained that at the start of the school year the copy center was behind schedule with processing requests. Xerox sent a process team in to evaluate procedures. District has seen an improvement in performance. Mr. Miller asked if the District is looking at ways to make fewer copies. Mr. Berdnik stated that is the long standing goal.

**PURCHASING**

- a. Fresh produce bid

Mr. Gretton asked that the Committee approve the bid from Kegel's produce. Kegel will deliver the produce instead of the District having to pickup. Mr. Gretton stated that the bid was based on the highest volume items. District looked at other factors besides price; delivery, case and minimum of \$100 order. Approximate value based on an illustrative basket of goods. Total recommended award based on projected annual value of such items. Mr. Miller made a motion to move to the full Board for approval, Mr. Hartline seconded. Motion carried 3-0.

- b. Homestead Farmstead mailing  
Mr. Berdnik explained that the Bucks County IU sends the same mailing out to all homeowners throughout the County. The cost to the District would be approximately \$1500 for mailing and postage costs. Mr. Hartline made a motion to the full Board for approval, Mr. Miller seconded. Motion carried 3-0.

## REVENUES

- a. Revised Clear Choice proposal  
Mr. Gretton explained that the proposal was not new but an amended proposal with a 70-30 split versus the original 60-40 split. Mr. Miller made a motion to move to the full Board the amended agreement to accept higher means of compensation, Mr. Hartline seconded. Motion carried 3-0.
- b. Transcripts  
Mr. Berdnik explained that the high school process requests for transcripts from graduates of three to five thousand a year. The business office is recommending the District charge a fee of \$5.00 per transcript to cover the costs. Payment will be required up front via check or money order at this time. Mr. Miller made a motion to bring to the full Board a resolution to implement a \$5.00 per transcript service fee for Centennial School District graduates of more than a year as modeled after Northeast Bradford School District, Mr. Hartline seconded. Motion carried 3-0.
- c. Requests for waiver of penalty  
Mr. Reinboth stated that past practice was to generally deny request. Mr. Miller made a motion to deny request, Mr. Hartline seconded. Motion carried 3-0.

## REALITY BASED BUDGETING

- a. Capital Projects
  - i. Status of project funds
  - ii. Proposed Food Service fund transfer (50)  
Mr. Berdnik explained the analysis of the Capital Projects Fund having a gap of \$300,821.74 as of the end of October 2011, additional funding sources would be interest earnings from 11/1/11 to project completion of approximately \$325,000 and proposed 2011/12 contribution from Food Service of approximately \$500,000 to be used as funds are available over course of project. After much discussion, Mr. Miller made a motion to move to the full Board a proposal to transfer \$500,000 from Food Service to the Capital Project fund as funds are needed when capital funds are low or depleted, Mr. Reinboth seconded. Mr. Hartline opposed. Motion carried 2-1.
  - iii. WTHS auditorium bid  
Mr. Gretton stated they the Operations Committee recommended that the bid totaling \$513,839 from Starlight Productions be approved by the Committee. Mr. Gretton explained the based bid and the alternates "A", "B", "C" and "D". Alternates A, B, C, would be enhancements to the base Bid which includes all elements of an improved audio system, with addition of left and right speaker clusters, single projector (center) screen and routing, two additional side projectors and screens and audio digital split and second console. The audio digital split and second console would be an enhancement to the education program for students to have available to use in classroom and studio.

After much discussion, Mr. Miller made a motion to move to the full Board approval of the bid from Starlight Productions at the cost of \$513,839, Mr. Hartline seconded. Motion carried 3-0.

b. Review of analytical statements/updated projection

Mr. Berdnik stated that the revenues were lagging due primarily to interest earnings and delinquent real estate taxes, while state and federal resources reflect declining categorical resources. Most expenditures are behind budget (usually a most positive event), driven primarily by salaries and benefits. The District would be well served to focus on the bottom line each of the next five years and implement further cost reduction strategies.

c. 2012-13 budget development update

i. Draft MBIT budget

Mr. Berdnik stated that the preliminary budget from MBIT indicated a 2% increase.

Mr. Miller stated that MBIT made a promise to their Board to get to 1.7% increase. Next update would be February 14, 2012.

ii. Draft capital reserve fund (32) requests

Mr. Berdnik explained that the requests provided were preliminary numbers. Klinger and Log College requests were mainly replacing the roofs. The Administration building costs were for paving, roof, flooring and window replacement.

iii. Draft debt service fund (40) budget

Mr. Berdnik explained that this fund was set up to fund future debt service payments. This fund can only be used for debt service.

iv. Draft General Fund (10) revenue budget

Mr. Berdnik provided a draft revenue budget for the 2012/13 proposed budget, explaining that these are preliminary figures subject to change with and projections from state and federal funding figures.

v. Draft General Fund (10) expenditure budget

Mr. Berdnik provided a draft expenditure budget for the 2012/13 proposed budget, explaining that wages and salaries for Administrative and support staff was budgeted with a 1% increase with no step move. Medical increase of 9%, dental 3%, vision 2% and prescription 7.5% subject to actual proposals.

The next Finance Committee meeting will be Monday, December 19, 2011 at 7:00 p.m.

The finance meeting was adjourned by Mr. Reinboth at 8:45 p.m.

Respectfully submitted,

Christopher M. Berdnik  
Chief Financial Officer