

FINANCE LONG RANGE BUDGET AND PLANNING COMMITTEE

MINUTES

AUGUST 19, 2013

IN ATTENDANCE: Committee Chair Michael Hartline, members Charles Kleinschmidt, David Shafter

BOARD MEMBERS: Mark B. Miller

STAFF: Dr. Joyce Mundy, Christopher M. Berdnik, William Gretton, Andrea DiDio

PUBLIC: Robert A. Shaffer, Joseph Kemmerling, Paul Vercammen, Source4Teachers representative

CALL TO ORDER

Mr. Hartline called the Finance Committee meeting to order at 7:00 p.m. by asking the members of the Board, staff, and public to introduce themselves.

MINUTES

Mr. Kleinschmidt made a motion to approve the minutes of June 17, 2013, Mr. Shafter seconded. **Motion carried 3-0-0.**

ACCOUNTING/ACCOUNTS PAYABLE/BENEFITS/PAYROLL

A. School Resource Officer update

Mr. Berdnik explained that the District had reached out to the local Warminster Police Department for a proposal to provide a Resource Officer, which came back at a price of \$200,000 annually.

The District is currently looking to create a Safe Schools Coordinator position primarily dedicated to WTHS, but providing some service to the other five schools. The District would also fill the security staff vacancies with part-time employees with flexible and overlapping hours. These individuals would be hired with the understanding that their hours may be flexed when evening building coverage is needed.

The Safe Schools Coordinator would serve as a resource and problem solver while assisting with the education of students when appropriate. Additionally, this individual would supervise and provide direction to the security team to

efficiently and effectively leverage resources. This individual would work directly with WTHS administration to oversee student and staff security both on the district campus and while students are in transit on district, managed vehicles. This individual would be expected to meet regularly with local emergency management providers, and would be supervised by the building principal.

The desired path moving forward, specifically, is the formation of a dynamic and well-trained security team with the focus of making the schools a safe and secure, but also friendly and welcoming environment.

Mr. Berdnik stated that the model presented would be approximately \$130,000 annually.

Mr. Shafter made a motion to move to the full Board, Mr. Kleinschmidt seconded. **Motion carried 3-0-0,**

B. Source4Teacher

After a lengthy discussion, the Committee decided that the contract would be for substitute teachers only. Committee asked that the contract be reviewed by District's solicitor and insurance company. Mr. Kleinschmidt made a motion to have the following sections amended and the contract brought to the Board on September 10, 2013, section 1.1, 4.6, 5.1 and 6.5, Mr. Shafter seconded. **Motion carried 3-0-0.**

C. Voluntary long-term disability policy (CEA) renewal

Mr. Berdnik explained that this was a renewal program from Assurant for the voluntary long-term disability policy available to Centennial Education Association employees. There is not employer cost to the plan. The renewal is effective November 1, 2013 and approval in August is requested to facilitate open enrollment. Mr. Shafter made a motion to move to the full Board, Mr. Kleinschmidt seconded. **Motion carried 3-0-0.**

PURCHASING/CONTRACTS

A. Scanning services quote Q14-001

Mr. Berdnik explained that Administration was recommending the lowest cost proposal of Alternative Micrographics. Mr. Shafter made a motion to move to the full Board Mr. Kleinschmidt seconded. **Motion carried 3-0-0.**

B. Dry mop service quote Q14-004

Mr. Berdnik stated that Administration was recommending the lowest cost proposal of Health Mats Company. Mr. Shafter made a motion to move to the full Board, Mr. Kleinschmidt seconded. **Motion carried 3-0-0.**

C. Warminster Ambulance

Mr. Berdnik explained that the proposal presented by Warminster ambulance was consistent with prior periods and given the proximity, Administration strongly recommend renewal. Mr. Shafter made a motion to move to the full Board, seconded by Mr. Kleinschmidt. **Motion carried 3-0-0.**

REALITY BASED BUDGETING

A. 2014/15 budget development calendar

Mr. Berdnik reviewed the draft 2014-15 budget development calendar. Key dates flow from Act 1 of 2006. Mr. Shafter made a motion to move to the full Board, seconded by Mr. Kleinschmidt. **Motion carried 3-0-0.**

B. Review of updated projection

Mr. Berdnik stated that we are in accrual period of the budget where we have two fiscal years open. Projections show that the District should be on target for the transfer to the Capital Reserve fund depending on the final collections of earned income tax through August 2013.

- i. Analytical reports return in September after the 60 day accrual period closes for preliminary close of June 30, 2013 and in October for the first 2013-14 report.

NEXT MEETING

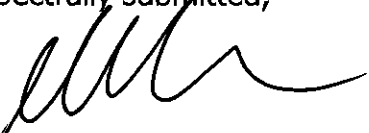
Mr. Hartline pointed out the following read at home material Mr. Berdnik made available to the Committee:

- A. 2012-13 Local Audit
- B. Affordable Care Act update
- C. Bucks County school district tax comparison
- D. Clear Choice demand response payment

- E. Easy Procure procurement card rebate
- F. PECO incentive payment
- G. Standard & Poor's Update

Mr. Kleinschmidt made a motion to adjourn the meeting. Mr. Shafter seconded. Motion carried 3-0-0. The meeting was adjourned at 7:51 p.m.

Respectfully submitted,



Christopher M. Berdnik
CFO

Next meeting will be held September 16, 2013 at 7:00 pm.