

FINANCE AND LONG RANGE BUDGET PLANING COMMITTEE
MINUTES – MEETING OF March 18, 2013

IN ATTENDANCE: Committee Chair Michael Hartline, members Charles Kleinschmidt, David S. Shafter and alternate Steve Adams

BOARD MEMBERS: None

STAFF: Dr. Jennifer Cressman, William Gretton, Wayne Robinson

PUBLIC: Robert Shafter

CALL TO ORDER

Mr. Hartline 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. Kleinschmidt made a motion to approve the minutes of February 11, 2013, Mr. Shafter seconded. **Motion carried 2-0-1 [Mr. Shafter abstained since he did not attend the meeting].**

ACCOUNTING/REVENUES

- a. Single audit correspondence – information only

Mr. Berdnik explained that the correspondence was from the Commonwealth of Pennsylvania, Office of the Budget, in which they acknowledged receipt of the District's single audit report for the year ended June 30, 2013.

- b. Performance audit correspondence – information only

Mr. Berdnik explained that as a matter of procedure the District received correspondence from the Pennsylvania Department of Education in which they request a response to the audit findings which the Board had previously approved.

- c. Tax Claim Bureau repository sales – action needed

Mr. Berdnik stated that the District has two delinquent properties which the Bucks County Tax Claim Bureau has received bids. Tax Claim is requesting approval to accept the offers. Mr. Shafter made a motion to move to the full Board, Mr. Kleinschmidt seconded. **Motion carried 3-0-0.**

- d. PECO rebate – information only

Mr. Berdnik explained that the District had received their first check from PECO for the Smart Equipment Incentive Program in the amount of \$47,003.66. The District anticipates a second incentive check from the William Tennent program.

PAYROLL/BENEFITS

a. Affordable care act update – information only

Mr. Berdnik wanted to keep the Board updated on the District's responsibility for the Patient Protection and Affordable Care Act (PPACA/ACA). Effective July 1, 2014, school districts will be required to offer minimal benefits to employees who work a minimum of thirty hours a week.

b. Employee assistance program periodic reports – informational only

Mr. Berdnik shared the reports from information available to employees in times the employee needs to reach out to resources to help them through crises that happen in their lives. Mr. Berdnik also stated that there is an eight hundred number for employees to call.

c. 2013-14 benefit renewals – action needed

Mr. Berdnik went over the renewal rates from DVHIT for the upcoming enrollment period. The following are the increases/decreases:

Medical	5%
Dental	8.06%
Pharmacy	10.85%
Vision	0%
Gap	-14.25%

After a discussion and further explanations of rate increases and benefits being offered, Mr. Kleinschmidt made a motion to move the renewal rates to the full Board for approval, Mr. Shafter seconded. **Motion carried 3-0-0.**

REALITY BASED BUDGETING

a. MBIT 2013-14 budget – action needed

Mr. Berdnik explained that MBIT executive committee approved their 2013-2014 Proposed General Fund Budget and Subsidiary-non Major Budgets on March 11, 2013. The figures are the same as presented to the Finance Committee previously. Mr. Shafter made a motion to move to the full Board, Mr. Kleinschmidt seconded. **Motion carried 3-0-0.**

b. Draft proposed final 2013-14 general fund budget – information only

Mr. Berdnik went over the proposed final budget and explained why some accounts were increasing or decreasing. The items the District will be watching are:

- Governor's draft budget and the Legislature's response
- Impact of Affordable Health Care
- State/BCIU implementation of new Medicaid (ACCESS) billing

- procedures
- Federal allocations
- Pension reform (or lack thereof)
- Capital project close out

The budget is still a work in process, with the Administration looking at areas where the District may be able to decrease the budget. Mr. Berdnik has contingencies built into the budget where the District has room to move without upsetting the complete budget with modifications that may have to be made to the budget. The District still has a way to go before the budget is presented for final approval.

Dr. Cressman commended Mr. Berdnik on his work with the teachers and staff within the District on communicating recommendations on how they should build their budget with keeping in mind the best interest and needs of the students.

i. Transportation – information only

Mr. Berdnik stated the material being presented was an update for the District's current efforts to provide pricing for cost-effective programs.

Mr. Robinson updated the Committee on the fleet GPS, parts tracking/inventory, fuel management solutions which the District is going out to bid.

The goal is to provide a viable, expandable solution to integrate all these functions into a single, fully functional, cross-referencing system that will provide the tracking and reporting functions that we are currently lacking. The Transportation Department will also be adding the ability to track individual parts for long-term usage, end-of-warranty information, effect on fuel mileage, as well as other aspects of vehicle maintenance which may provide additional savings to the District.

c. Review of reports and projections – information only

Mr. Berdnik reviewed the reports and projections of the District funds within the District through February 2013.

i. Benchmarking – information only

Mr. Berdnik reviewed the PASBO Facilities Benchmarking Report through ActPoint KPI performance management system based on 2011-2012 data.

Mr. Berdnik explained that we are one of maybe ten school districts in Pennsylvania participating in the program. The reports give you a snapshot of where the District stands compared to other districts.

OTHER MATTERS

- a. A resolution authorizing payment to Warminster Township of the balance of fees associated with the Tennent construction project in the approximate amount of \$272,000.00. – action needed
- b. A resolution authorizing CSD to accept an assignment from Warminster Township of a Driveway Easement for the benefit of the Transportation Department. – action needed
- b. A resolution authorizing CSD to accept a deed from Warminster Township re-conveying the Hart School property. – action needed

Mr. Shafter made a motion to discuss in executive session, seconded by Mr. Kleinschmidt. The committee went into executive session at 8:26 p.m.

Mr. Hartline resumed the Finance Committee meeting at 8:33 p.m.

Mr. Berdnik read the resolutions for the benefit of the listening public.

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

NEXT MEETING

Mr. Hartline reminded everyone that the next Committee meeting will be on Monday, April 15, 2013, 7:00 p.m. in the Board Room.

Mr. Kleinschmidt made a motion to adjourn the meeting. Mr. Adams seconded. **Motion carried 3-0-0.**

The meeting was adjourned at 8:38 p.m.

Respectfully submitted
Christopher M. Berdnik
CFO