

CENTENNIAL BOARD OF SCHOOL DIRECTORS  
Warminster, Pennsylvania

MINUTES of FINANCE AND OPERATIONS COMMITTEE MEETING  
HELD May 24, 2016

**1. WELCOME AND INTRODUCTIONS**

A Finance and Operations Committee Meeting of the Centennial School Board was held May 24, 2016 in the Administration Building. The meeting was called to order by Mr. Shafter at 7:15 p.m.

Committee members present: David Shafter, Dana Morgan, Steven Adams, Mark B. Miller, Michael Hartline, Charles Kleinschmidt, Dr. Andrew Pollock

Board members present: Jane Schrader Lynch

The following Administrative members were in attendance at the meeting: Dr. David Baugh, Chris Berdnik, Ms. Judy Markoski, Dr. Jennifer Polinchock, Timothy Trzaska

The list of members of the public who attended is attached.

**2 PLEDGE OF ALLEGIANCE (Mr. Shafter)**

Mr. Shafter led the group in the Pledge of Allegiance.

There was an introduction of all in attendance.

**3. APPROVAL OF MINUTES (Mr. Shafter)**

**3.1 Approval of minutes from the Finance and Operations Committee Meeting held Monday, April 25, 2016 (Action)**

A motion was made by Mr. Hartline, second by Mr. Miller, to approve the minutes of the Finance and Operations Committee Meeting of April 25, 2016. Motion carries, 8-0-0, with all members present voting.

**4. PRESENTATION**

**4.1 Schrader Group – Middle School Feasibility Study – Operations**

There was a presentation by Schrader Group regarding the Middle School Feasibility Study. They explained the challenges and opportunities for each middle school and the five options (A through E) for consideration. Decision Insight was hired, through Schrader Group, to do enrollment projections and this information was part of the report. Mrs. Lynch asked a question about the enrollment figures. She asked for the enrollment projections to be looked at again. Mr. Shafter asked for a copy of the demographic study prepared by Decision Insight. Additional

comments were made by Dr. Pollock, Mr. Miller, Mr. Hartline, Ms. Morgan, Mr. Kleinschmidt, and Mr. Adams.

Dr. Pollock left the meeting at 8:00 p.m. and returned at 8:04 p.m.

#### **4.2 Public Financial Management – Bond Refinancing – Finance**

Brad Remig from Public Financial Management provided a handout and explained the bond refinancing analysis. He said there is opportunity to refinance some of the District's existing debt and explained the estimated net savings on refinancing the 2009 bonds.

Mrs. Lynch left the meeting at 8:14 p.m.

Mr. Chris Berdnik requested that the Committee take action at this time on items 6.4 and 6.5.

#### **6.4 Bond Underwriter RFQ 2016-39 (Action) – Finance**

A motion was made by Mr. Miller, second by Dr. Pollock to move the request to award Bond Underwriter RFQ2016-39 to PNC Capital Markets at the underwriter's discount of 0.265% of the principal amount of the refunding issue to the full School Board for approval. Motion carries, 7-0-0, with all members present voting.

#### **6.5 Bond Counsel Services RFQ2016-38 (Action) – Finance**

A motion was made by Mr. Miller, second by Dr. Pollock, to move the award of Bond Counsel RFQ 2016-38 to Eckert Seamans in an amount not to exceed \$25,000 plus out of pocket costs for the purposes of supporting a transaction refinancing a portion of the district's outstanding bonds to the full School Board for approval. Motion carries, 7-0-0, with all members present voting.

Mrs. Lynch returned to the meeting at 8:19 p.m.

### **5. REALITY BASED BUDGETING – FINANCE**

#### **5.1 Financial Statements – April 2016 (Information)**

#### **5.2 State Budget Update – PlanCon Moratorium (Information) - Finance**

#### **5.13 2015-16 Revised IDEA Allocation (Information) – Finance**

#### **5.14 Act 10 Permitted Investments (Information) – Finance**

#### **5.15 PA Office of the Budget Correspondence (Information) – Finance**

#### **5.16 PSDLAF Liquid News May 2016 (Information) – Finance**

#### **5.17 Post-Issuance Disclosure and Tax Compliance for Bond Issues (Information) – Finance**

Mr. Chris Berdnik asked the Committee to group these information items together for discussion. He provided information on these topics.

Items 5.11, 5.12 and 5.18 regarding grants/donations were grouped together.

**5.11 AdoptAClassroom for the Purchase of Materials at William Tennent (Action) – Finance**

**5.12 Rotary Club of Warminster Grant – Willow Dale Science Fair (Action) – Finance**

**5.18 Acceptance of a \$350 donation from Mrs. Jill Sitnick for William Tennent debate (Action) – Finance**

A motion was made by Mr. Miller, second by Mr. Hartline as follows: **5.11** to move the acceptance of the grant of \$204.50 from AdoptAClassroom for the purchase of materials at William Tennent High School to the full School Board for approval; **5.12** to move the acceptance of the grant of \$500 from Rotary Club of Warminster in support of Willow Dale’s annual science fair to the full School Board for approval; and **5.18** to move the acceptance of a \$350 donation from Mrs. Jill Sitnick for William Tennent debate to the full School Board. Motion carries 8-0-0.

Items 5.7, 5.8, 5.9 and 5.10 were grouped together.

**5.7 Closing of the 2015-16 Centennial School District Books as of June 30, 2016 (Action) - Finance**

**5.8 Game Workers Fees Schedule (Action) - Finance**

**5.9 2016-17 Membership List (Action) - Finance**

**5.10 2016-17 Property and Casualty Insurance Program (Action) – Finance**

A motion was made by Mr. Miller, second by Dr. Pollock as follows: **5.7** to move the authorization of the Chief Financial Officer and/or designee to close the 2015-16 Centennial School District books as of June 30, 2016, incorporating all accruals therein; to pay the bills that are due by June 30, 2016; to transfer the budget amounts necessary for processing these expenditures subject to review and ratification by the Board of School Directors on or about September 2016; and directs the Administration to proceed with conducting the necessary audit for the Fiscal Year 2015-16. Further directs the Chief Financial Officer and/or designee to record or adjust commitments of fund balance in any or all of the following categories: Future Capital Projects, Other Post-Employment Benefits, and Retirement Contributions. Finally, authorizes the Chief Financial Officer and/or designee to transfer an amount not to exceed the projected 2015-16 fiscal year surplus (if there is one at internal closing) to either the capital reserve fund (32), debt service fund (40), or a combination thereof, consistent with the district’s multiyear financial strategy to the full School Board for approval; **5.8** to move the approval of the 2016-17 Game Workers Fees schedule (no change from 2015-16) to the full School Board for approval; **5.9** to move the approval of the 2016-17 Membership List as per the attached to the full School Board for approval; and **5.10** to move the approval of the 2016-17 Property and Casualty Insurance program in an amount not to exceed \$350,304, which includes property, general liability, automobile, boiler & machinery, school board legal, umbrella, foreign package, pollution, privacy & network security liability, builder’s risk, and Wills Towers Watson’s broker of record’s fee per RFP 2016-23 to the full School Board for approval. Motion carries, 8-0-0.

Mrs. Lynch left the meeting at 8:25 p.m.

Items 5.3, 5.4, 5.5 and 5.6 were grouped together.

**5.3 2016-17 Proposed Final General Fund Budget (Action) - Finance**

**5.4 2016-17 Capital Reserve Fund Budget (Action) - Finance**

**5.5 2016-17 Debt Service Fund Budget (Action) - Finance**

**5.6 2016-17 Food Service Fund Budget (Action) - Finance**

A motion was made by Mr. Miller, second by Mr. Hartline as follows: **5.3** to move the approval the 2016-17 Final General Fund budget in the amount of \$111,795,742 as presented, and hereby authorizes expenditures as set forth therein during the 2016-17 school year, and levying a tax of 132.6875 mills per \$1,000 of assessed real estate valuation as per the Budget Resolution, authorizes the Homestead/Farmstead Exclusion Act Resolution and authorizes the Real Estate Installment Plan Resolution to the full School Board for approval; **5.4** to move the approval of the 2016-17 Capital Reserve Fund budget in the amount of \$5,411,712 and hereby authorizes budget transfers to the Capital Reserve Fund in both 2015-16 and 2016-17 to the full School Board for approval; **5.5** to move the approval of the 2016-17 Debt Service Fund budget to the full School Board for approval; and **5.6** to move the approval of the 2016-17 Food Service Fund budget in the amount of \$2,759,492 to the full School Board for approval. Motion carries 7-0-0.

**6. PURCHASING/CONTRACTS - Finance**

Items 6.1, 6.6, 6.7, 6.9, 6.10, 6.11, 6.12, 6.13, 6.14, 6.15, 6.16, 6.17, and 6.18 were grouped together.

**6.1 Participation and acceptance of the current and subsequent bids and awards of the following joint purchasing programs for the fiscal year ending June 30, 2017 (Action) – Finance**

**6.6 Landscaping Supplies Quote Q16-011 (Action) – Finance**

**6.7 Stock Supply Bid 2016-29 (Action) – Finance**

**6.9 Document Scanning RFQ 2016-009 (Action) – Finance**

**6.10 Window Washing RFQ 2016-010 (Action) – Finance**

**6.11 Football Equipment Reconditioning and Replacement Bid 2016-26 (Action) – Finance**

**6.12 Physical Examination RFP 2016-27 (Action) – Finance**

**6.13 Athletic Equipment and Supplies Bid 2016-30 (Action) – Finance**

**6.14 Furniture Bid 2016-31 (Action) – Finance**

**6.15 Art Supply Bid 2016-28 (Action) – Finance**

**6.16 Vita Education Services Adult Literacy Provider – Renewal of Memorandum of Agreement (Action) – Finance**

**6.17 Contract Renewal – St. Mary Regional Trauma Center for Concussion Management Services (Action) - Finance**

**6.18 Student Photography and Yearbooks Services RFP 2014-32 (Action) – Finance**

A motion was made by Mr. Miller, second by Dr. Pollock as follows: **6.1** to move the request to authorize participation in and accepts the current and subsequent bids and awards of the following joint purchasing programs for the fiscal year ending June 30, 2017; Association of Educational Purchasing Agencies (AEPA), BuyBoard Cooperative Purchasing, BCIU Cooperative Purchasing Group, CoStars, Eastern Schools Purchasing Network (ESPN), Keystone Purchasing Network (KPN), National Joint Powers Alliance (NJPA), Pa. DGS State Contracts, PEPPM, Southeastern Penna. Natural Gas Consortium, Suburban Schools Food Service Purchasing Co-op, The Cooperative Purchasing Network (TCPN), Tri-County Purchasing Cooperative, US Communities, and US General Services Administration Cooperative Purchasing Program to the full School Board for approval; **6.6** to move the award of Landscaping Supplies Quite Q16-011 to Farm & Garden Station and SiteOne Landscape per the discounted rates attached, at a total estimated cost not to exceed \$5,000 to the full School Board for approval; **6.7** to move to move the award of Stock Supply Bid 2016-29 on an item by item basis to the six (6) vendors listed on the attached at a total cost not to exceed \$34,470.59 to the full School Board for approval; **6.9** to move the award of Document Scanning RFQ A16-009 to the following vendors: Alternative Micrographics, Comprehensive Microfilm, File X, and MTS; annual spending is projected not to exceed \$15,00 across the four vendors to the full School Board for approval; **6.10** to move the award of the Window Washing RFQ 2016-010 to Bright Horizons Window Cleaning at a cost of \$6,500.00 to the full School Board for approval; **6.11** to move the award of the Football Equipment Reconditioning and Replacement Bid 2016-26 to Riddell with expenditures on or about \$10,000 to the full School Board for approval; **6.12** to move the award of the Physical Examination RFP 2016-27 to Hartsville Medical Practice at the rate of \$25 per sports physical (paid by families) to the full School Board for approval; **6.13** to move the award of the Athletic Equipment and Supplies Bid 2016-30 on an item by item basis to the 17 vendors listed on the attached at a total cost not to exceed \$29,744.61 to the full School Board for approval ; **6.14** to move the award of the Furniture Bid 2016-31 on an item by item basis to the seven (7) vendors listed on the attached at a total cost not to exceed \$19,630.02 to the full School Board for approval; **6.15** to move the award of the Art Supply Bid 2016-28 on an item by item basis to the 11 vendors listed on the attached at a total cost not to exceed \$45,387.90; **6.16** to move the renewal of the Memorandum of Agreement for 2016-2017 with Vita Education Services Adult Literacy Provider to the full School Board for approval ; **6.17** to move the renewal of the contract with St. Mary Regional Trauma Center for concussion management services at a base cost of \$800 for 2016-17 to the full School Board for approval; and **6.18** to move the approval of the attached fee adjustment to the Lifetouch student photography services in accordance with the annual review completed per Photography and Yearbooks Services RFP 2014-32 to the full School Board for approval.

Motion carries, 7-0-0.

### **6.2 McDonald Home and School Association Donation for the Purchase of Rubber Mulch for the Playground (Action) – Finance**

A motion was made by Mr. Miller, second by Mr. Hartline, to move the acceptance of a donation from McDonald Home and School Association for the purchase of rubber mulch for the playground in the amount of \$5,600 to the full School Board for approval. Motion carries, 7-0-0.

**6.3 Muncibid – Selling of Surplus Equipment (Action) – Finance**

A motion was made by Mr. Miller, second by Mr. Hartline, to move the approval to sell surplus equipment on Muncibid to the full School Board for approval. Motion carries, 7-0-0.

**6.8 Floor Cleaning Equipment Bid 2016-36 (Action) – Finance**

A motion was made by Mr. Miller, second by Mr. Hartline, to move the award of the Floor Cleaning Equipment Bid 2016-36 to Eastern Bag & Paper Company in the amount of \$31,299 to the full School Board for approval. Motion carries, 7-0-0.

**7. FACILITIES - OPERATIONS****7.1 Update on Current Facility Projects (Information) - Operations****7.2 Workplace Safety Committee Renewal (Information) - Operations****7.5 Policy 707. Use of School Facilities (Discussion) – Operations****7.7 Klinger Middle School Pool Heater Replacement (Information) - Operations****7.8 433 Centennial Road Boiler Replacement NOT RECOMMENDED (Information) – Operations****7.9 Lead Testing Results (Information) – Operations**

Mr. Berdnik provided information on the above items.

With regard to 7.7 Klinger Middle School Pool Heater Replacement, there was discussion on this information item. Mr. Berdnik explained the situation with the pool heater and said there is design work that would have to be done. Mr. Trzaska said under today's code, we need to properly vent the gases and the size of the heater is not adequate for the size of the pool. Comments were made by Mr. Adams, Dr. Pollock, Ms. Morgan, Mr. Shafter and Mr. Miller.

Mr. Shafter suggested we start the engineering specifications for the pool to see what has to be done and he requested this be changed to an action item. A motion was made by Mr. Miller, second by Mr. Adams, to move the Klinger Middle School Pool Heater Replacement to the full School Board for approval. Motion carries, 6-1-0, with Dr. Pollock opposed.

**7.3 Swan Way Project: Furniture, Fixtures and Equipment from School Specialty (Action) - Operations****7.4 Replacement of William Tennent High School's Swimming Pool Starting Blocks (Action) - Operations**

A motion was made by Dr. Pollock, second by Mr. Adams, as follows: **7.3** to move the approval of the purchase of furniture, fixtures, and equipment for the Swan Way project from School Specialty at a cost not to exceed \$425,950, piggybacking off of AUN 122091002 bid number 16-023 and COSTARS pricing to the full School Board for approval; and **7.4** .to move the approval of the replacement of William Tennent High School swimming starting blocks at a cost not to exceed \$33,519.18 from If It's Water, based on COSTARS pricing, to the full School Board for approval. Motion carries, 6-1-0, with Mr. Miller opposed.

**7.6 Part F letter for Centennial SD Project #3858 (Action) – Operations**

A motion was made by Dr. Pollock, second by Mr. Hartline, to move the need to record the Pennsylvania Department of Education's Part F letter for Centennial SD Project #3858, Swan Way, into the minutes, as required by the Commonwealth to the full School Board for approval. Motion carries, 7-0-0.

**8. FOOD SERVICE – OPERATIONS**

No action or information items at this time.

**9. TRANSPORTATION – OPERATIONS****9.1 Overnight Conference Requests – Bus Safety Competitions (Action) – Operations****9.2 Use of Centennial Buses and Drivers for Upper Southampton Township's Summer Camp Program (Action) – Operations**

A motion was made by Dr. Pollock, second by Mr. Hartline as follows: **9.1** to move the request for five Centennial School District bus drivers to attend the PSBA State School Bus Safety Competition conference June 24-25, 2016 at the Mount Nittany Lions Middle School, State College, PA at a cost of \$1,600 to the full School Board for approval; and **9.2** to move the use of Centennial School District buses and drivers to provide transportation for the Upper Southampton Township's summer camp for trips and 4<sup>th</sup> of July fireworks display at no cost to the District to the full School Board for approval. Motion carries 7-0-0.

**9.3 Bus Routing Software RFP 2016-37 (Action) – Operations**

Mr. Berdnik explained that this request is not ready at this time. He said he received three proposals, but there is not enough time to evaluate the proposals by the June Board meeting. No action was taken.

**10. TECHNOLOGY****10.7 eRate Description of Services Ordered and Certification Form 471 (Information) – Operations****10.8 Wireless Access Points – Middle Schools (Information) – Operations**

Mr. Berdnik provided information on these items.

**10.1 Network Optics and Cables from Squid for the Swan Way Project (Action) – Operations**

A motion was made by Dr. Pollock, second by Mr. Adams, to move the approval of the purchase of Network Optics and Cables from Squid Networking in the amount of \$4,124.35, based on

PEPPM pricing, for the Swan Way project to the full School Board for approval. Motion carries, 7-0-0.

### **10.2 MDF and IDF Core Network/Switching Equipment from Squid Networking for the Swan Way Project (Action) – Operations**

A motion was made by Dr. Pollock, second by Mr. Adams, to move the approval of the purchase of MDF and IDF core network/switching equipment from Squid Networking in the amount of \$43,926, based on PEPPM pricing, for the Swan Way project to the full School Board for approval. Motion carries, 6-1-0, with Mr. Miller opposed.

### **10.3 ProSoft Annual Licensing Fee Renewal for 2016-2017 School Year (Action) – Operations**

### **10.4 Skyward Annual Licensing Fee Renewal for 2016-2017 School Year (Action) – Operations**

### **10.9 Technology Pool Counsel (Action) – Operations**

A motion was made by Dr. Pollock, second by Mr. Adams as follows: **10.3** to move the approval of the yearly licensing renewal fee with Prosoft for the 2016-17 school year at a cost not to exceed \$32,707.80 to the full School Board for approval; **10.4** to move the approval of the yearly licensing renewal fee with Skyward for the 2016-17 school year at a cost not to exceed \$40,523 to the full School Board for approval; and **10.9** to move the approval of the renewal of the Technology Pool Counsel Agreement with the Bucks County Intermediate Unit to the full School Board for approval. The District's share for 2016-17 is \$780.00. Motion carries, 7-0-0.

### **10.5 Apple iPad Air 2s (Action) - Operations**

A motion was made by Dr. Pollock, second by Mr. Hartline, to move the approval of the purchase of 1,000 Apple iPad Air 2 Wi-Fi 64GB devices, 1,000 cases, 10 days of professional development, 4 hours of remote technical services, 2 Mac mini cache servers, plus OS support and integration services at a cost not to exceed \$483,455.98 to the full School Board for approval. Motion carries 7-0-0.

### **10.6 Replacement Classroom Projectors (Action) – Operations**

Some classroom projectors need replacement at Klinger, Log and William Tennent. The quotes have been sent out and Mr. Berdnik will have the prices available by the June 14 meeting. A motion was made by Dr. Pollock, second by Mr. Hartline, to move the replacement of classroom projectors to the full School Board for approval. Motion carries, 7-0-0.



## **11. ADJOURNMENT**

11.1 The next Finance and Operations Committee meeting will be held Tuesday, June 28, 2016.

A motion was made by Dr. Pollock, second by Mr. Hartline, to adjourn the meeting. Motion carries, 7-0-0.

The Finance and Operations Committee Meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Christopher Berdnik  
Chief Financial Officer

