

FINANCE AND LONG RANGE BUDGET PLANING COMMITTEE
MINUTES – MEETING OF August 20, 2012

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

BOARD MEMBERS: Mark B. Miller

STAFF: Dr. Jennifer Cressman, Christopher M. Berdnik,

PUBLIC: David Maurer, Eric Hellstern, Paul Rokuskie

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 June 18, 2012, Mr. Shafter seconded.
Motion carried 3-0-0.

ACCOUNTING/ACCOUNTS PAYABLE/BENEFITS/PAYROLL

- a. BCIU health care letter-information only
Mr. Berdnik gave a brief overview of the Bucks and Montgomery County Schools Health Care Consortium. They have extended until April 1, 2013 for original contributing members to join the consortium and still be guaranteed a trustee seat.
- b. Easy Procure procurement card rebate-information only
Mr. Berdnik reported that the District had completed the first year of using the easy procure program and had received a rebate in the amount of \$1,523.61 primarily from the purchase of computers through Dell.
- c. Henderson Brothers Retirement Plan Services 408(b)(2) notice
Mr. Berdnik explained that retirement plan service providers must comply with the new plan-level fee disclosure under ERISA 408(b)(2). The attached is an agreement for Henderson Brothers to disclose the plan fees as well as descriptions of the services being provided. Mr. Shafter made a motion to move to the full board, Mr. Kleinschmidt seconded. **Motion carried 3-0-0.**
- d. Spyglass telecommunications audit results-information only
Mr. Hartline made a comment that he was proud of the job the District had done in keeping the costs down for its voice, data, and internet services costs for all of its locations.
Mr. Berdnik stated that the audit revealed an additional savings of \$3,437.16 per year to the District.

PURCHASING/CONTRACTS

- a. Apple Computer

Mr. Berdnik explained that this is a purchase for two carts and fifty iPads to be used for Title I at Willow Dale and McDonald through the District Federal Programs Department. The Title I funds must be spent by September 30, 2012. After a short discussion, Mr. Shafter made a motion to move to the full Board, Mr. Kleinschmidt seconded. **Motion carried 3-0-0.**

b. DIBELS

Mr. Berdnik brought the DIBELS purchase to the Finance Committee since it was an annual agreement and needed for Title I. DIBELS is a benchmark assessment tool and if satisfactory with the staff, next year we may seek a multi-year agreement. Mr. Kleinschmidt made a motion to move to the full Board, Mr. Shafter seconded. **Motion carried 3-0-0.**

c. MBIT Agreement to Provide Video Taping

Mr. Berdnik stated that MBIT covers 19 meetings during the school year and there was a slight increase in cost from \$375 a meeting to \$400. Dr. Cressman commented that the students do an excellent job and it is much appreciated. Mr. Shafter made a motion to move to the full Board, Mr. Kleinschmidt seconded. **Motion carried 3-0-0.**

d. Warminster Ambulance

Mr. Berdnik explained that Warminster Ambulance quote was for all of the home football games at a cost \$300 per game. Mr. Shafter made a motion to move to the full Board, Mr. Kleinschmidt seconded. **Motion carried 3-0-0.**

e. Quotes

i. Energy savings financing quotes

After a discussion of the payback periods and methods of verification, with explanations from the Siemens representative, Mr. Shafter made a motion to move to the full Board, Mr. Kleinschmidt seconded. **Motion carried 3-0-0.**

REALITY BASED BUDGETING

a. Status of construction contingency-information only

Mr. Berdnik presented a summary of Reynolds' Construction Contingency. At the current time the District is short by \$125,592.34. Actual available balances may be less due to factors not considered by Reynolds, such as additional design, project management, permit, legal or other costs outside of prime contractors. The unappropriated capital reserve fund balance is the backstop for bringing the four projects to closure and it is almost certain that one or more transfers will be needed this school year.

b. Review of updated projection-information only

i. Analytical reports return in September after the 60 day accrual period closes

for preliminary close of June 30, 2012 and in October for the first 2012-13 report.

Mr. Berdnik gave a brief review of the 2011-12 year and the different audits and cost saving programs the District had implemented.

c. 2013/14 budget development calendar

Mr. Berdnik reviewed the upcoming budget development calendar for the 2013/14 school year. Mr. Shafter made a motion to move to the full Board, Mr. Kleinschmidt seconded. **Motion carried 3-0-0.**

ALTERNATIVE REVENUES

a. Commerce Bank Active Pay

i. Prosoft Setup

Mr. Berdnik explained that the District was exploring the option to pay accounts payable vendors by uploading a file and transferring payment to vendors by utilizing the Visa system through Commerce Bank. Central Bucks School District is currently using the system. After a short discussion, the committee requested that Administration contact other Districts using the system and gather additional information. There is no timetable for bringing this back to the Committee. This item may or may not come back for more detailed review and consideration, depending on the Administration's findings.

b. Modell's partnership renewal

Mr. Berdnik presented the partnership renewal with Modell's for the 2012-13 school year. Mr. Kleinschmidt made a motion to move to the full Board, Mr. Shafter seconded. **Motion carried 3-0-0.**

d. Celebration of Bands

Mr. Berdnik stated that the WT Marching Band Association was requesting an exception to Policy 6.2 Facility Use for the Celebration of Bands scheduled to be held at the stadium on October 20, 2012. After a short discussion, Mr. Kleinschmidt made a motion to move to the full Board, Mr. Shafter seconded. **Motion carried 3-0-0.**

Mr. Hartline requested a motion to adjourn the Finance Committee meeting at 7:48 p.m., Mr. Kleinschmidt so moved, Mr. Shafter seconded. **Motion carried 3-0-0.**

The next Finance Committee meeting will be on Monday, September 10, 2012, at 7:00 p.m.

Respectfully submitted,

Christopher M. Berdnik
CFO