

FINANCE AND LONG RANGE BUDGET PLANNING COMMITTEE
MINUTES – MEETING OF APRIL 16, 2012

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

STAFF: Dr. Jenny Cressman, Christopher M. Berdnik, Robert Reed, Doreen Deola

BOARD MEMBERS: None

COMMUNITY: Bob Shaffer

CALL TO ORDER

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

MINUTES

It was moved by Mr. Kleinschmidt and seconded by Mr. Shafter to approve the minutes of the March 19, 2012, meeting. **Motion carried 3-0.**

BENEFITS/PAYROLL

a. **Open enrollment/benefit fair reminder – information only**

Mr. Berdnik wanted the Board to be aware that the benefit fair was going to be on May 16 and 17, 2012. Employees will have the opportunity to speak with various vendors administering benefits for Centennial School District, participate in health screenings and gather information on Wellness programs available through DVHIT.

b. **Assurant disability renewal**

Mr. Berdnik explained that the rate dropped .07 and the District received a credit from November thru April. Renewal is for a one year period. Mr. Kleinschmidt made a motion to move to the full board, Mr. Shafter seconded. **Motion carried 3-0-0.**

c. **Direct deposit update – information only**

Mr. Berdnik stated that the District is rolling out a two direct deposit option for employees. Almost 99% of the staff is on direct deposit. One of the choices, TruMark Financial® Credit Union, has a branch inside at the WTHS.

d. **Dependent eligibility audit status report**

Mr. Berdnik stated that 99% of the employees have responded and provided information needed to determine eligibility and a handful of employees have to provide additional information.

PURCHASING/CONTRACTS

a. **Classroom AV System**

Mr. Berdnik stated that the District had one bid for consideration (ATV) in the amount of \$653,632.00. There were seven total bids with two bids not meeting specifications. Mr. Kleinschmidt made a motion to move to the full board, Mr. Shafter seconded. **Motion carried 3-0-0.**

b. IT Solutions

Mr. Berdnik explained that this purchase was for a block of pre-paid time. The block of time is on an on call basis and the hours do not expire. Mr. Reed stated that the rate represents a 15% percent discount and the rate would be the same no matter what time of day or day the services would be needed. Mr. Kleinschmidt made a motion to move to the full board, Mr. Shafter seconded. **Motion carried 3-0-0.**

REALITY BASED BUDGETING

a. Review of analytical statements/updated projection

Mr. Hartline stated that the graphs presented are available online. Mr. Berdnik stated that any surplus should be transferred at the end of the year to either debt service or capital reserve fund.

b. 2012/13 budget development update

i. Calendar reminder

Mr. Berdnik reviewed the budget calendar. On May 8 the Board will adopt the proposed final budget/set final adoption date/authorize public display. The board must display the proposed annual budget 20 days before adoption. June 12 is when the final budget is scheduled to be adopted.

ii. Food Service Fund budget request presentation

Doreen Deola, Supervisor of Nutritional Services, gave a presentation on how she arrived at 2012/13 budget for Nutritional Services (available online). She explained that the budget was based on the New School Meal Patterns. The proposed meal pricing for the 2012/13 will not increase. Mr. Berdnik requested that the District hold off approval the food pricing until the general fund budget is passed. Mr. Adams inquired when the contract would be awarded for the concession stand. Mr. Berdnik stated that during the summer there would be a vendor tasting event for pizza. Dominos has the concession contract for the 2011-12 school year.

iii. Capital Reserve Fund updated budget request

Mr. Berdnik gave an overview on the five year capital improvement plan for the District. Mr. Adams stated that the diving board in the pool area at WTHS is fifteen years old and needs to be replaced. Mr. Berdnik stated that Mr. Pacchioli had been in contact with him in regards to the diving board and bid specification are being written and the District planned on replacing this summer.

Mr. Adams inquired if there could be a fence installed around the field hockey field due to the damage being done by ATVs. Mr. Berdnik stated that the District would get quotes for the installation of a fence.

Mr. Berdnik also stated that Mr. Pacchioli would like to install a DVR camera system in the gymnasium/pool area. Mr. Pacchioli has asked seven different sport teams to raise \$1000 each for the project.

iv. General Fund updated budget request

Mr. Berdnik explained that there was a \$1,055,000 gap at the present. The areas for potential improvement prior to June 2012 are discussions around salaries and benefits/ staffing levels, RFP results on copiers, State funding, Ann's Choice, and Federal/pass-through funding (IDEA, Titles). The budget represents a 3.41% increase. The Act 1 increase of 1.7% equates to 1.93 mills in school tax increase. Mr. Shafter made a motion to move the preliminary final budget to the full board, Mr. Kleinschmidt seconded. **Motion carried 3-0-0.**

REVENUES

a. Appointment of Bucks County Tax Collection Committee Delegates

Mr. Berdnik explained that the primary voting delegate, Mrs. Lynch, did not want to be on the committee. The document presented has Mr. Berdnik being appointed the voting delegate with Linda Fanelli being first alternate voting delegate and Judith Markoski being second voting delegate. Meetings are held three to four times a year. Mr. Kleinschmidt made a motion to move to the full board, Mr. Shafter seconded. **Motion carried 3-0-0.**

ALTERNATIVE REVENUES

Mr. Berdnik stated the District posted on the home page of the Centennial website frequently asked questions on the sale of the buildings in the District. He proceeded to review each of the questions and answers and showed the Committee where to find the information on the website.

Mr. Berdnik provided a letter and opportunity for partnership which was sent out to all staff members within the Centennial School District. Flyers are being posted in the community. The Committee was supportive of the continued search for alternative revenue.

The next Finance Committee meeting will be Monday, May 21 at 7:00 p.m.

Mr. Kleinschmidt made a motion to adjourn the Finance Committee meeting at 8:40 p.m., Mr. Shafter seconded. **Motion carried 3-0-0.**

Respectfully submitted,

Christopher M. Berdnik
CFO