

FINANCE AND LONG RANGE BUDGET
PLANNING COMMITTEE MINUTES - MEETING
of Monday, June 15, 2015

IN ATTENDANCE: Committee Chair Steven Adams, members Michael Hartline, Mark B. Miller, alternate Charles Kleinschmidt

BOARD MEMBERS: Jane Schrader Lynch

STAFF: Dr. Jennifer Polinchock, Katie Braun, Raymond Kase, Judith Hengst, Hannah Messner

PUBLIC:

CALL TO ORDER

Mr. Adams called the meeting to order at 7:00 p.m.

MINUTES

2.1 Approval of Minutes from May 18, 2015 (Action)

Mr. Miller made a motion to approve the minutes from May 18, 2015, Mr. Hartline second.
Motion carried 3-0-0.

PRESENTATION

3.1 Technology - Five Year Capital Plan - Mr. Ray Kase (Information)

Mr. Kase, Director of Technology and Information Services, gave a 5 year capital plan presentation for the District to be approved at the June 23, 2015 board meeting focusing on the costs and funding mechanisms related to the execution of the plan.

In years 1 and 2, the major purchases that must be made revolve around getting more devices into the hands of students and staff while have a safe, secure reliable wireless infrastructure for their use. The District must continue to equip our buildings with wireless infrastructure to prepare for BYOD from K through 12. With the prices of personal devices continuing to decline, we must prepare for a time when most students will bring their own device to school to do their work.

Recommendations:

- Purchase low-cost laptops for deployment during the summer/fall of 2015. Phased approach of a pilot of 60-90 devices over the summer with 50-100 units per project/site after the pilot is complete and successful. Equipment specification and pricing to be determined at time of purchase.

Continue with the current projects using nComputing as a replacement for a general-purpose stationary computing device.

Continue with the purchase of Alcatel/Aruba wireless equipment and investigate alternative vendors and technologies for the future.

- Purchase new network security equipment and servers to better protect the District's internal network resources and data.
- Replace 4 of the current Tricasters with new units in year 1. Replace the current MediaCat System with the Haivision CoolSign (system currently in use for the CATV station) in Year 2.
- Replace the Finance/HR and Transportation Routing Software Systems.

In years 3-5, the District will need to continue to upgrade and enhance the back-end infrastructure to support new technologies and initiatives. The District had done some work in this area during the last 12 months, but will need to continue to budget monies to take care of future technology needs that support the educational programs.

- Replace the core network infrastructure, based on the latest technology.
- Mr. Kase also stated that the following non-capital items would need to be considered:
- More and faster delivery of data – the need for new analysis tools, and skilled specialists to assist the organization in getting the information it needs at the time it needs it – all as the systems generating the data will be more numerous and complex.
- Greater emphasis on maintaining an “always on” wireless infrastructure – as the District multiplies the number of mobile devices (owned by the district and/or the students), and as the District elevate their importance to daily instruction, will need a continual flow of new tools and expertise (more than one person, as the current structure is currently) to ensure that the District maintains an extremely high uptime percentage so that, as much as possible, instruction can continue uninterrupted.
- Continued emphasis on remote support for devices – the District must continue to move in a direction that 90%+ of all support incidents can be handled remotely. This means that we must continually evaluate new tools and processes to maximize the use of the team, while providing the quickest, most accurate support possible.

Mr. Kase presented the following financing plan:

- Maintain current spending levels throughout the plan.
- Save for future initiatives by transfer of funds to capital account for technology.
- Plan will be presented to the Finance Committee at a future date.

After a short discussion, Mr. Miller made a motion to move the 5 year Capital Plan for Technology to the full Board, Mr. Hartline second. **Motion carried 3-0-0.**

FINANCE

4.1 Financial Highlights as of May 31, 2015 (Information)

Ms. Braun reviewed the financial highlights as of May 31, 2015, noting the following:

- Local revenues were up slightly.
- State revenues were down. The District received: Social Security Subsidy payment in the amount of \$160,605.00 and a Special Education Subsidy of \$129,427.62.
- Federal revenues were down. The District received: Title I, II, and III payment in the amount of \$231,196.64.
- Earned Income Tax collections were down.

- Delinquent Real Estate Tax collections were down.
- Real Estate Transfer Taxes were down.
- Expenses were higher. Administration is anticipating a surplus at year-end. On average, The District spends approximately \$8.0 million per month and with the remaining outstanding encumbrances, an anticipated year-end surplus of approximately \$1.0 million was anticipated. Ms. Braun stated that \$800,000 would be moved to the Capital Reserve Fund, she was confident that the District will have the surplus.

4.2 Joint Purchasing Renewals (Action)

Mr. Miller made a motion to move the full Board the joint purchasing agreement renewal, Mr. Hartline second. **Motion carried 3-0-0.**

4.3 Legal Services RFP (Action)

Mr. Miller suggested that general matters be included with the district solicitor instead of with special counsel for real estate use.

After a lengthy discussion, the following firms would be brought forth to the Board for approval:

- Levin Legal Group – District Solicitor, General Matters
- Eastburn and Gray – Real Estate/Land Use, Special Education Matters
- Venzie, Phillips & Warshawer – Construction Matters

A question arose as to when Eastburn and Gray took over Special Education Matters, Ms. Braun would investigate and report back to Mrs. Lynch and the rest of the Board.

A motion was made to move to the full Board by Mr. Hartline, Mr. Kleinschmidt second. **Motion carried 2-0-1 [Mr. Miller abstained].**

4.4 Neopost USA, Inc. Postage Equipment Lease Extension (Action)

Ms. Braun explained that the District's lease agreement for the postage equipment expired as of June 30, 2015. The current provided, Neopost USA, Inc., was able to cut current monthly costs by \$189.44 per month. The lease would be for a 48 month period at a monthly cost of \$235.56.

Mr. Miller made a motion to move to the full Board, Mr. Hartline second. **Motion carried 3-0-0.**

OPERATIONS

5.1 Joint Services Agreement for Bus Route Optimization (Action)

Ms. Braun explained that Administration was recommending that the District enter into a Joint Services Agreement with the School District of Springfield Township to receive consulting services from their Director of Transportation, Mr. Wayne B. Johnston, for a total of 76 hours from July 1, 2015 to September 30, 2015 (8 hours every Friday) for a cost not to exceed \$5,000.00.

A motion was made by Mr. Miller to move to the full Board, Mr. Hartline second. **Motion carried 3-0-0.**

ACCOUNTING, BENEFITS, PAYROLL

6.1 2015-16 PSBA Disability Renewal (Action)

6.2 2015-16 Property and Casualty Insurance Renewal (Action)

6.3 TIAA-CREF Contract Amendment (Action)

Administration to review with counsel before approval on the June 23, 2015 agenda.

6.4 Voluntary Long-Term Disability Insurance Contract Amendment (Action)

Mr. Miller made a motion to move 6.1, 6.2, 6.3 and 6.4 to the full Board, Mr. Hartline second.

Motion carried 3-0-0 for 6.3 and 6.4.

Motion carried 2-0-1 for 6.1 and 6.2 [Mr. Miller abstained.]

PURCHASING/CONTRACTS

7.1 2015-16 Athletic Equipment and Supply Bid (Action)

7.2 2015-16 Stock Supply Bid (Action)

7.3 Envelope Printing Quote (Action)

7.4 E-Funds for Schools - Pricing (Food Service) Contract (Action)

7.5 Maximus Tienet Contract (Action)

7.6 Skyward Renewal (Action)

7.7 Source4Teachers Contract Extension (Action)

7.8 Teaching and Learning Quotes (Action)

7.9 VITA Contract (Action)

A motion was made by Mr. Miller to move to the full Board 7.1 through 7.9, Mr. Hartline second. **Motion carried 3-0-0.**

EDUCATIONAL SERVICES

8.1 2015-16 Psychiatrist Costs (Action)

8.2 BCIU Contract (Action)

8.3 Lakeside Mainstay Contract (Action)

8.4 Ombudsman AEDY Contract (Action)

8.5 Pediatric Therapeutic Service, Inc. Contract (Action)

8.6 Services for Education, Evaluation and Treatment of Concussions and Head Trauma (Action)

8.7 Therapy Source Contract (Action)

8.8 Vanguard ESY Contract (Action)

8.9 Vanguard Contract (Action)

8.10 Wordsworth ESY Contract (Action)

8.11 Wyncote Academy Contract (Action)

Mr. Miller made a motion to group 8.1 through 8.11 as one resolution to move to the full Board, Mr. Hartline second. **Motion carried 3-0-0.**

ADJOURNMENT

Mr. Miller made a motion to adjourn, Mr. Hartline second. **Motion carried 3-0-0.**

Mr. Adams adjourned the meeting at 8:15 p.m.

Respectfully submitted,

Katie M. Braun
Interim Business Manager

READ AT HOME

10.1 Monthly Report - Title I (Information)

10.2 Monthly Report - Title II (Information)

10.3 Monthly Report - Title III (Information)

10.4 Monthly Report - IDEA (Information)