

FINANCE LONG RANGE BUDGET AND PLANNING COMMITTEE
MINUTES

May 19, 2014

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

BOARD MEMBERS:

STAFF: Christopher M. Berdnik, Dr. Joyce Mundy, Katie Braun

PUBLIC: Mr. Shaffer

CALL TO ORDER:

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

MINUTES

2.1 Approval of Minutes from April 9, 2014

Motion by Steven Adams, second by David Shafter.

Final Resolution: Motion Carries 3-0-0

Yes: Steven Adams, Michael Hartline, David Shafter

ACCOUNTING, BENEFITS AND PAYROLL

Mr. Hartline asked if there were any items in Section 3 that the members would like to discuss before approving all items.

Mr. Shafter pulled items 3.1, 3.2 and 3.3 for discussion.

Mr. Adams read the resolutions to move to the full Board, after the discussion items, Mr. Shafter seconded.

3.1 Aetna Life Renewal

Mr. Berdnik explained that there were significant claims over the past year. Mr. Shafter asked if the District had looked elsewhere for life insurance. Mr. Berdnik stated that the District did not shop the policy in the last week. Committee decided to approve, but asked the District to seek additional vendors in the next renewal cycle.

Approves the 2014-15 Aetna Rates for life insurance and accidental death & dismemberment, as per the attached.

3.2 Auxiliary Pay Rates 2014-2015

Mr. Berdnik explained that the rates were for items that were not covered in any of the agreements for Support Staff and Centennial Education Association.

Adopts the Auxiliary pay rate schedule for 2014-15, as per the attached.

3.3 Game Workers and Officials Fees 2014-2015

Mr. Berdnik explained that there were no changes for 2014-2015 from the 2013-2014 fee schedule, annual approval only.

Approves renewal of the existing game worker fee chart from 2013-14 for use during the 2014-15 school year, as per the attached.

Approves the Suburban One officials' fees schedule for use through 2016, as per the attached.

3.4 PSBA Disability Renewal

Approves the PSBA disability renewal for 2014-15 at no increase, as per the attached.

3.5 Treasurer Reappointment

Appoints Joseph F. Faust, Jr. to serve as the District's Treasurer for 2014-15 at no increase (\$1,500 stipend), as per the attached.

Motion by Steven Adams, second by David Shafter.

Final Resolution: Motion Carries 3-0-0

Yes: Steven Adams, Michael Hartline, David Shafter

PURCHASING/CONTRACTS

Mr. Hartline asked if there were any items in Section 4 that the members would like to discuss before approving all items. Mr. Shafter pulled items 4.1, 4.2, 4.4, and 4.6 for discussion.

Mr. Hartline pulled 4.10 as a separate item to be rejected by the full Board.

Mr. Shafter inquired if the District received samples for the items 4.1, 4.2, 4.4 and 4.6, to be sure that the vendors were meeting specifications for the products bid.

Mr. Berdnik explained the bidding process to the Committee.

Mr. Shafter read the resolutions to move to the full Board, Mr. Adams seconded

4.1 Athletic Equipment and Supplies Bid No. 2014-46

Awards Athletic Equipment and Supplies Bid No. 2014-46 to eleven (11) specified vendors, as per the attached, at a cost of \$41,292.39.

4.2 Bookcase Quote Q14-029

Awards Bookcase Quote Q14-029 to Office Service in the amount of \$5,444.64, as per the attached.

4.3 Cap and Gown Bid No. 2014-42

Awards Cap and Gown Bid No. 2014-42 to Oak Hill at a unit cost of \$24.50 for a three-year period beginning with the 2014-15 school year, as per the attached.

4.4 Custom and Promotional Items Bid 2014-43

Awards Custom Apparel and Promotional Items Bid 2014-43 to Kampus Klothes for a three-year period beginning with the 2014-15 school year, as per the attached.

4.5 Diploma and Diploma Covers Quote Q14-028

Awards Diploma and Diploma Covers Quote Q14-028 to Herff-Jones at a cost of \$6.00 per diploma for a three-year period beginning with the 2014-15 school year, as per the attached.

4.6 Furniture Bid No. 2014-40

Awards Furniture Bid No. 2014-40 to five (5) specified vendors, as per the attached, at a total cost of \$16,128.04.

4.7 Middle School A/V Upgrade Bid 2014-47

Awards Middle School A/V Upgrade Bid 2014-47 to AVS Installations in the amount of \$24,789.00, as per the attached.

4.8 Natural Gas Basis Consortium

Ratifies the natural gas consortium's low volume transport basis bid award to Constellation at \$0.902 per DTH, as per the attached.

4.9 PC Desktop and Laptop Replacement Bid 2014-48

Awards PC Desktop and Laptop Replacement Bid 2014-48 to Dell in the amount of \$687,434.70, as per the attached.

4.11 Stock Supplies Bid No. 2014-39

Awards Stock Supplies Bid No. 2014-39 to eight (8) specified vendors, as per the attached, at a total cost of \$49,454.77

4.12 Student Photography and Yearbooks Services RFP 2014-32

Awards Student Photography and Yearbooks Services RFP 2014-32 as follows: high school and middle school yearbook to Herff Jones, photography to Lifetouch National School Studios, and an option for elementary yearbooks through Lifetouch. This is a one-year contract, with the option to renew for up to four years if service is satisfactory, as per the attached.

4.13 Planetarium Computer Refresh

Approves the purchase of services from Spitz in the amount of \$29,350 to upgrade the software and hardware that run the planetarium, as per the attached.

Motion by David Shafter, second by Steven Adams.

Final Resolution: Motion Carries 3-0-0

Yes: Steven Adams, Michael Hartline, David Shafter

Mr. Shafter read the resolution for item 4.10, pulled from the consent agenda, to move to the full Board to reject:

4.10 Server Replacement RFP 2014-51

Rejects all bids for Server Replacement RFP 2014-51, as per the attached.

Motion by David Shafter, second by Steven Adams.

Final Resolution: Motion Carries 3-0-0

Yes: Steven Adams, Michael Hartline, David Shafter

REALITY BASED BUDGETING

Mr. Adams read the resolutions to move to the full Board, Mr. Shafter seconded.

5.1 Conference Pre-Approval 2014-2015

Approves 2014-15 conference pre-approval list, as per the attached.

Motion by Steven Adams, second by David Shafter.

Final Resolution: Motion Carries

Yes: Steven Adams, Michael Hartline, David Shafter

5.2 Membership Pre-Approval 2014-2015

Approves the 2014-15 membership pre-approval list, as per the attached.

Motion by Steven Adams, second by David Shafter.

Final Resolution: Motion Carries

Yes: Steven Adams, Michael Hartline, David Shafter

5.3 MBIT Proposed Budget

Approves the 2014-MBIT proposed budget, as per the attached.

Motion by Steven Adams, second by David Shafter.

Final Resolution: Motion Carries 3-0-0

Yes: Steven Adams, Michael Hartline, David Shafter

5.4 Summary of Working General Fund Budget File 2014-2015

Mr. Berdnik explained that the 2014-2015 budget file represented the most recent figures and the District was requesting a resolution to prepare, post and update any and files all such forms as are necessary to complete the 2014-15 general fund budget in compliance with PDE regulations.

Directs the business office to prepare, post, and update any and files all such forms as are necessary to complete the 2014-15 general fund budget in compliance with Pennsylvania Department of Education regulations. Final budget adoption is scheduled for June 10, 2014.

Motion by David Shafter, second by Steven Adams.

Final Resolution: Motion Carries 3-0-0

Yes: Steven Adams, Michael Hartline, David Shafter

5.5 Draft Capital Reserve Fund Plan of Finance 2014-2015 - Information Only

Mr. Berdnik explained that the Capital Reserve Fund plan was preliminary information only and more information would be forthcoming in June.

5.6 Draft Debt Service Fund Budget 2014-2015

Mr. Shafter made a motion to move to the full Board the following resolution:

Approves the 2014-15 debt service fund (40) budget in the amount of \$890,925.00 representing principal and interest of Series 2010 B, as per the District's long range financial plan.

Motion by David Shafter, second by Steven Adams.

Final Resolution: Motion Carries 3-0-0

Yes: Steven Adams, Michael Hartline, David Shafter

5.7 Draft Food Service Fund Budget 2014-2015

Mr. Berdnik explained that the food service fund budget was a preliminary draft. Administration would bring back the final budget in June, with a possibility of an increase in lunch prices for 2014-15.

Mr. Shafter inquired as to the maximum rate to charge. Mr. Berdnik replied that he would have the information at the June meeting.

5.8 Review of Analytical Statements and Updated Projections - Information Only

Mr. Berdnik reviewed the analytical statements and update projections.

READ AT HOME

7.1 Cover Memo

Mr. Berdnik reviewed the Read at Home items.

7.2 AIG Insurance Notice

7.3 Key performance indicators, accounts payable and payroll - Information Only

7.4 PASA/PASBO Survey

7.5 Preliminary Homestead/Farmstead Calculation

ADJOURNMENT

6.1 Adjournment - Next meeting is June 16, 2014 at 7:00 pm

Mr. Shafter made a motion to adjourn the Finance Committee meeting at 7:45 p.m.

Motion by David Shafter, second by Steven Adams.

Final Resolution: Motion Carries 3-0-0

Yes: Steven Adams, Michael Hartline, David Shafter