

**FINANCE AND LONG RANGE BUDGET PLANNING COMMITTEE**  
**MINUTES – MEETING OF DECEMBER 19, 2011**

**IN ATTENDANCE:** Committee Chair Michael Hartline, member Charles Kleinschmidt and alternate Steve Adams. David Shafter arrived 7:22 p.m.

**STAFF:** Dr. Jenny Foight-Cressman, Christopher M. Berdnik, William Gretton.

**BOARD MEMBER:** Mark B. Miller

**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. Adams to approve the minutes of the November 14, 2011 meeting. **Motion carried 3-0-0.**

**BENEFITS/PAYROLL:**

a. **Status of DVHIT transition**

Mr. Berdnik stated that overall the DVHIT transition is near complete with a few minor clean-up issues. Mr. Hartline noticed that there was a commission savings. Mr. Berdnik explained that without going through an insurance broker, the District is saving the commission fee, as DVHIT only charges an administration fee on healthcare.

b. **Progress of PSEA health care consortium**

Mr. Berdnik explained the material provided information on activities of the consortium which is progressing with interested districts. He noted that Centennial has a commitment with DVHIT which prohibits full participation until that commitment is complete.

c. **Timeline for dependent eligibility audit**

Mr. Berdnik stated that the information provided a timeline for the Dependent Eligibility Audit which will begin after January 3, 2012.

**PURCHASING:**

a. **Award custom apparel bid**

Mr. Berdnik stated that the District went out for bid to seek better pricing for the apparel that various organizations were purchasing throughout the District. The District recommended awarding the bid to Kampus Klothes. Committee asked if the bid would extend to the H&S, etc. The Administration stated that the bid results would be conveyed to all groups following the bid award. Mr. Hartline made a motion to move the custom apparel bid to the Board for approval, Mr. Kleinschmidt seconded. **Motion carried 3-0-0.**

b. **Status of Solicitor RFP**

Mr. Berdnik stated that the information provided was a summary of the results of the Solicitor RFP. Centennial and Palisades are continuing to share information. Recommendations will be brought back to the Board at a future date for the Board to interview potential firms.

**c. Copier/printer discussion**

Mr. Berdnik explained that the current contract for copier services will expire in July, 2012.

He indicated the administration would be exploring options and cost savings for the District, including an analysis of printers in the District. The District is recommending CMI, a firm to survey printer/copier usage and provide an analysis. Mr. Berdnik provided a Statement of Work that CMI would conduct if the Board moved this item for approval. Mr. Hartline asked for a motion to move this forward to the full Board for the first meeting in January. Mr. Kleinschmidt moved and, Mr. Shafter seconded the motion. **Motion carried 3-0-0.**

**REVENUES**

**a. County tax appeals report**

Mr. Berdnik indicated that this was on the agenda for informational purposes only. He wanted the Committee to know what the District's overall 2012 annual appeals decision were from the County. After a discussion on the viability of appealing any of the decisions, the Committee decided the smaller, homeowner amounts would not be worthwhile pursuing. It was stated that previously the Board has voted to pursue appeals with a threshold of \$50,000 or more.

**b. Bucks County Tax Collection Committee meeting dates**

Mr. Berdnik provided the upcoming meeting dated for 2012.

**REALITY BASED BUDGETING**

**a. Review of analytical statements/updated projection**

Mr. Berdnik stated that as a whole, trends continue to support a slightly positive year end projection. Local revenues lag behind the adopted budget, while state and federal resources reflect declining categorical resources. Expenditures are behind budget expectations, but the majority of expenditures are driven by salaries and benefits.

**b. 2012/13 budget development update**

**1. MBIT callable bonds**

Mr. Berdnik stated that MBIT inquired whether the District would be interested in calling early the Series of 2003 Bond issue. Of the \$1,955,000 total, Centennial principal is \$274,091. After a short discussion a motion was made by Mr. Kleinschmidt and seconded by Mr. Adams to **not** recommend the call of MBIT bonds. **Motion carried 3-0-0.**

**2. Draft capital reserve fund (32) requests**

Mr. Berdnik presented five year capital improvement plans along with demolition plans/cost for the buildings within the District. Mr. Kleinschmidt asked if with the accumulated costs for the Administration whether the offices should be moved to another building such as WTHS. Mr. Hartline stated that previously a study was done for this purpose and did not move out of committee. There is a possibility that this would be taken into consideration again in the future. With the closing of Stackpole and Longstreth Mr. Kleinschmidt asked if Administration was going to advertise the sale of

both schools now. Motion was made by Mr. Hartline to take to the Board a resolution to prepare a proposal for the sale of Stackpole and Longstreth, Mr. Kleinschmidt seconded. **Motion carried 3-0-0.**

**3. Use of Dot Henry proceeds**

Mr. Berdnik informed the board members that PDE school code was specific in the use of proceeds from the sale of buildings, which are to pay down debt or for use in capital projects. Mr. Berdnik's recommendation would be to use the proceeds for capital projects when proceeds are realized.

**ii. Draft proposed preliminary General Fund (10) Budget**

Mr. Berdnik stated that the draft proposed preliminary budget will be advertised and posted on the website January 4, 2012.

Mr. Shafter inquired whether there were any outstanding items from the Alternative Revenue ad hoc committee being disbanded in December 2011. It was suggested that any items to be completed or new items for revenue fund-raising should be brought to the Finance Committee for consideration. The naming-rights of District facilities continued to be an ongoing topic, with the Planetarium being approved for proposals to be obtained. After a short discussion, Administration was directed to develop a proposal for the Planetarium to be advertised through our bidding process.

The next Finance Committee meeting will be Tuesday, January 19, 2012 at 7:00 p.m.

The finance meeting was adjourned by Mr. Hartline at 8:30 p.m.

Respectfully submitted,

Christopher M. Berdnik  
Chief Financial Officer