

FINANCE AND LONG RANGE BUDGET PLANING COMMITTEE
MINUTES – MEETING OF September 19, 2011

IN ATTENDANCE: Committee Chair Thomas Reinboth, member Mark B. Miller, member Michael Hartline

STAFF: Dr. Jennifer Cressman, Christopher M. Berdnik. William Gretton III, Robert Reed

PUBLIC: Robert Shafer

CALL TO ORDER

Mr. Reinboth 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. Miller made a motion to approve the minutes of the August 15, 2011 meeting, Mr. Hartline seconded. Motion carried 3-0.

Mr. Reinboth asked the committee if item 6. c. Request for exception to policy – WTHS Marching Band Boosters could be moved up in the agenda. There was a consensus. Mr. Berdnik explained that the Marching Band was seeking an exception to policy in regards to the gate receipts for the Celebration of Bands on October 22, 2011. After a short discussion, a motion was made by Mr. Miller to recommend that the greater of 20% of the gate receipts or \$750.00 be the District share, Mr. Hartline seconded. Motion carried 3-0.

BENEFITS/PAYROLL

a. Status of DVHIT transition

Mr. Berdnik stated that the transition to DVHIT was going smoothly. The administration and support staff enrollment data has been transmitted to Aetna for an October 1 implementation date, the CEA, Retirees, COBRA for November 1. Every employee was provided with an enrollment kit. We are ahead of schedule.

b. Progress of PSEA health care consortium

Mr. Berdnik explained that the material provided list Bucks/Montgomery County school districts who are consortium members. It also provided information on activities of the consortium and upcoming meeting dates. The next meeting is actually on Thursday, September 22, at 5:00 p.m. which Mr. Berdnik will be attending.

CONTRACTS/TECHNOLOGY

a. Microsoft Licensing/BCIU

A proposal was presented for the District to join the buying consortium consisting of the majority of Bucks County districts and the IU to obtain a Microsoft Academic Volume License. The advantages of this license would be: immediate access to upgrade to the latest Microsoft desktop and server operating systems and applications, the quantity of district licenses would be tied to the number of students and employees - not the number of computers negating the need to constantly monitor the number of licenses purchased to ensure copyright compliance, and lower cost as compared to buying the upgrades every year. The disadvantages include: higher cost than the District currently pays since we do not upgrade to the latest versions each year, the need to continue paying the annual license fee indefinitely since the District would only have annual licenses versus the perpetual licenses that we currently have, there would be an increase in the demand for professional development since training on new versions would be required. Consensus among the committee members was to not lock the District into a long-term

commitment (required with Academic Volume Licensing), but rather that we should upgrade the high school to the latest version of Office this year and build a District-wide upgrade of Windows and Office into the budget for 2012-2013.

Discussion regarding the bid specifications for new PCs included: the announcement that HP has withdrawn from the PC market, the District's poor experience with Lenovo, hardware warranties, the certification of the Technology Staff on Dell products, the District's positive history with Dell, and the availability of Dell resellers. The direction from the Committee was that the Bid specifications should be for Dell only hardware; should include no warranty, and one and three year warranty options; and that the bid request should be forwarded to Dell and Dell resellers.

Mr. Hartline made a motion to bid, not to exceed 400 computers IT department requirements with zero, one year and three warranty, brand type specific, Mr. Miller seconded. Motion carried 3-0.

b. Comcast two month extension

Mr. Berdnik explained that due to Sunesys' inability to get the new MAN network running until September 2, we continued to use the existing Comcast network during July and August. Because the issue(s) were Sunesys' responsibility, they have credited us for the same period. The net cost to the district is \$705.26. Mr. Reinboth made a motion to move to the full Board to approve a two-month extension of the Comcast contract, Mr. Hartline seconded. Motion carried 3-0.

PURCHASING

a. Bids

i. Custom Apparel

After Mr. Berdnik explained that the District had received only 2 proposals and that we did not have \$10,000 worth of orders waiting Administration was asking to reject all bids and to rebid. Mr. Miller made a motion to reject all bids and give Administration permission to rebid the custom apparel, Mr. Hartline seconded. Motion carried 3-0.

ii. Fleet Repair

Mr. Berdnik asked that the Committee make a recommendation to move to the full board approval for the Fleet Repair Parts and Accessories Bid and award same to the vendors indicated on the schedule provided for the 2011/12, 2012/13, and 2013/14 school years.

iii. Caps and Gowns

Mr. Berdnik asked that the Committee make a recommendation to move to the full board approval for the Cap and Gown Bid and award same to Josten's for the 2011/12, 2012/13, and 2013/14 school years.

Mr. Miller made motion to move to the full board to approve the award of competitive bids for Fleet Repair and Caps and Gowns, Mr. Hartline seconded. Motion carried 3-0.

b. Request for proposals – Solicitor

Mr. Berdnik explained the he had surveyed surrounding school for their interest in submitting a joint RFP for District Solicitors. Palisades School District responded that they would be interested. Mr. Berdnik explained that in an attempt to further reduce expenditures the proposal to all vendors would actually be requesting two proposals.

One proposal should be a proposal for each individual school district as its own separate entity. The second proposal would be to provide legal services for both school entities as if the districts existed as a single entity. Mr. Berdnik stated that the districts would reserve the right to select one of more firms. Also, the interview process would take place after the new board is seated. Mr. Miller made a motion to move to the full board the authority for the District's proper officers to issue a joint request for proposals (RFP) for solicitor services with Palisades School District , with an intended start date of the contract(s) July 1, 2012, Mr. Hartline seconded. Motion carried 3-0.

REVENUES

- a. Bucks County Tax Collection Committee update
Mr. Berdnik stated that the 2012 Budget update was provided. Administration was asking the Board to consider having one collector as the District's delinquent tax collector versus having two collectors. Mr. Hartline made a motion to move to the full board the transition of delinquent Earned Income Tax collections to Keystone Collections Group effective January 1, 2012, Mr. Miller seconded. Motion carried 3-0.
- b. Request for waiver of penalty and interest – RMS
After a short discussion, Mr. Miller made a motion to not grant the waiver requested, Mr. Hartline seconded. Motion carried 3-0.

REALITY BASED BUDGETING (informational only)

- a. 2012/13 Act 1 Statewide Index Limit
Mr. Berdnik stated that the preliminary projection of the Act 1 Index for 2012-13 would be 1.7% equating to approximately \$1,000,000.
- b. American Jobs Act
Mr. Berdnik stated that the President made a proposal, will not bank on in projection for preliminary budget.
- c. PASBO/PASA Budget Survey
Mr. Berdnik wanted to provide to the committee information on a survey done by PASBO/PASA on what school districts did for balancing their 2011/2012 budgets.
- d. Review of 2011/12 Budget Development transmittal
Mr. Berdnik provided to the committee documents provided to Administrators in their budget workbooks for the 2012-13 as a guideline for Administrators in projecting their budget for the 2012-13 budget year.
- e. Review of analytical statements/updated projection
Mr. Berdnik provided an update information on key financial indicators as of June 30, 2011.

The next Finance Committee meeting will be Monday, October 17, 2 011 at 7:00 p.m.

The finance meeting was adjourned by Mr. Reinboth at 8:52. p.m.

Respectfully submitted,

Christopher M. Berdnik
Chief Financial Officer

