

FINANCE AND LONG RANGE BUDGET PLANNING COMMITTEE  
MINUTES – MEETING OF MARCH 16, 2009

In attendance:

Committee: Thomas Reinboth; Joseph Simpson; Cynthia Mueller

Board: Thomas Hezel; Michael Monaghan

Staff: Timothy Vail; Sandy Homel; Jennifer Foight-Cressman

Public: Joseph Faust; Dr. Barry Galasso; Wendy Macauley

Press: None

Call to Order:

Mr. Reinboth called the meeting to order at 6:32 p.m.

Approval of Minutes

Motion to approve the minutes of the February 17, 2009 meetings as submitted by Mr. Simpson. Second by Mrs. Mueller. Motion Carried 3-0.

BCIU Program and Services Budget

Dr. Galasso, Executive Director of the Bucks County Intermediate Unit (BCIU) and Wendy Macauley, Business Administrator for BCIU were in attendance to present the 2009-10 BCIU Program and Services Budget and answer any questions that Committee members might have. Dr. Galasso noted that the 2009-10 budget was reduced overall by 4.04% due to a reduction of staff and a limitation on the scope of the program. He noted that he anticipated this budget will continue to be reduced in the coming years. He also noted that two new programs are adding to the vitality of the budget. These include:

- **Safari Montage** provides video-on-demand to teachers and students throughout Bucks County. 14 of the 16 LEA's in Bucks, including Centennial, already have this service. Through Act 183 the BCIU provided Centennial with the necessary hardware as well as the content for the first year (2006-07.) Centennial currently pays an annual fee of \$14,890 for content directly to Safari. By participating in the IU consortium for Safari content, Centennial saves \$2,850 annually.
- **Right Reason Technologies** provides web-based compliance and professional development training programs for employees through an agreement with the BCIU. The IU is requiring all current and future employees to complete the Harassment Prevention training, and several districts in the county have ordered training seats as well. The program tracks which employees complete which modules, which can be useful in avoiding or minimizing employee-related litigation.

He indicated that the IU is looking for programs that are self-sustaining like the above programs are. Mrs. Mueller questioned the status of newspaper reports that the IU is purchasing a building from Neshaminy SD to be used as a special education center. Dr. Galasso indicated that the building will be leased and will be limited to providing early intervention services. When fully implemented this program should bring in more transportation subsidy payments to districts (estimate is \$2.5 million over 10 years). Motion to move this item forward for Board consideration and approval as submitted by Mr. Simpson. Second by Mrs. Mueller. Motion Carried 3-0.

### Elementary Science Kit Service Contract

Mr. Vail reported that per discussion at the March Education Committee meeting this item has been forwarded to the Finance Committee for further review and discussion. He indicated that currently all elementary science kit items are purchased directly by the District and a Class II secretary within the District is responsible for keeping the kits stocked/restocked and getting them back to the buildings in a timely fashion. This is an extremely costly and labor intense project that continues throughout the entire school year. The proposal made by the Teaching and Learning Department as we began the process of formulating the 2009-10 budget was to contract this service out, reclassify the Class II Secretary to a Class III, and free up the time that this person devotes to this task toward floating clerical substitute duties throughout the District where needed. Mr. Vail noted that attached to this evening's agenda are two quotes received from the vendors in the area who provide this type of service. The quote from a third vendor was discounted as they could not provide the level of service required to accommodate the District's needs. He indicated that highest of the quotes (from ECA Educational Services) is the recommended selection based on negative recommendations on the lower priced vendor from other districts who use their services. Lastly there is a summary of the rationale used in making the recommendation to move away from the current in-house system to the contracted service. The resulting savings will be a reduction in the payroll of approximately \$4,600 as a result of the reclassification of staff. However, overall there is actually a net increase to the budget by \$10,174 when the salary savings and purchase of science kit supplies is deducted from the new contracted cost of \$52,774. He noted that the 2009-10 budget includes this line item. Dr. Foight-Cressman indicated that, if approved, the program will actually kick off when the kits are picked up for the last time in June at each individual building. Motion by Mr. Simpson to move this item forward for Board consideration and approval as submitted. Second by Mrs. Mueller. Motion Carried 3-0.

### Purchase Updated ProSoft Tax Collection Module

Mr. Vail reported that when the Board approved the purchase and implementation of the updated Windows version of the ProSoft Student and Financial packages in January, 2003 the proposal was submitted without including the tax collection module which was still in development at that time. It was estimated that it would be several years before this particular module would be marketed. At this point in time ProSoft has perfected and tested the package at several sites and it appears the product is ready for "prime time." Administration would like to proceed with the purchase of the software and data conversion from the old system in order to be up and running for the 2009 tax billings. He noted that ProSoft will be discontinuing support of their older version presently in use here sometime within the next year. The purchase price of the tax collection module is \$7,995 and can be funded with current year (08-09) Technology Reserve Funds. Mrs. Mueller indicated that her concerns are that we try to bring the tax collectors on board with this software as well. Mr. Vail indicated that Upper Southampton Tax Collector Mr. Kerins has expressed an interest and we are working with him. He indicated that he doubts that Warminster Tax Collector Barbara Loftus would be interested. Mr. Hezel questioned if there is a fee for data conversion. Mr. Vail indicated that the District's data conversion is included in the quote price, but there might be additional conversion fees if tax collectors decide to come on board. He indicated that those fees would probably need to be assumed by the tax collectors rather than by the District. Mr. Hezel suggested that we might want to shop for other similar software including Skyward to see if something else is available. Mr. Vail indicated that he would do that, but the cost for free-standing software would probably be significantly higher than the module quoted by ProSoft that compliments our total ProSoft Financial package. Mrs. Mueller agreed that the price probably could not be beat. Mr. Faust expressed a similar sentiment. Motion by Mrs. Mueller to move this item forward as submitted for Board consideration and approval. Second by Mr. Simpson. Motion Carried 3-0.

### Student Trips-General Fund Support

Mrs. Homel reported that this evening's agenda includes a spreadsheet that provides a five year history on student trips approved by the Board and how they were funded. She indicated that Mr. Miller had requested this information in light of recent issues with student athletic tournaments over the holiday season and the disparity between what the District does and does not pay for. The spreadsheet indicates that over 5 years there were a total of 7 trips where the District was not requested to contribute towards expenses. She noted these were all athletic teams that attended clinics or optional tournaments. She suggested that overall it would seem inappropriate to ask taxpayers to fund these types of post-season optional events. Mr. Reinboth clarified that this is just information with Mrs. Homel agreeing and stating the Administration recommends staying with the present system.

### Delegate Appointment – Tax Collection Committee

Mr. Vail reported that this evening's agenda includes a sample resolution and backup information on the need for each school district to appoint a voting delegate and two alternates to the county tax collection commission that must be formed under Act 32 to form an agency for collection of the earned income tax by January 1, 2012. He indicated that he had surveyed other districts in Bucks County and their administrators are planning to recommend business office staff be appointed to fill these positions as they are the most knowledgeable about the tax and how it is collected. Mrs. Mueller questioned if the Board needs to act on this now. Mr. Vail indicated that the appointment must be made by September, 2009. Mrs. Mueller suggested that Mrs. Homel bring this up at the next Superintendent's meeting to see where everyone stands with it. No action at this time.

### Approve Warminster Summer Recreation Program

Mr. Vail reported that last year was the first year that the Board formally approved the Warminster Summer Recreation Program. At that time it was recommended by Administration that this action be taken annually based on the fact that the Warminster Township Parks and Recreation Department requests the use of our school buses to transport Warminster children throughout the community. He indicated that the Township and School District have worked together to provide bussing to the children of the Warminster Community during the Township's summer program for the past 30+ years. During each week of the 7-week program, Centennial buses are used to transport the 300-400 children who participate in the program to the local bowling alley, to Log College Middle school for swimming, to local parks, and to multiple trip sites on Wednesdays (Phila zoo, County parks, movie theater, tubing on the Delaware, etc). The Township hires Centennial School District drivers to drive the buses at a part-time seasonal rate, and reimburses the School District a mileage fee to cover daily wear and tear and insurance. Based on the above set of issues and responses Administration recommends that the Board consider approval of the program for 2009. Motion by Mr. Simpson to move this item forward for Board consideration and approval as submitted. Second by Mrs. Mueller. Motion Carried 3-0.

### Appoint Board Secretary

Mr. Vail indicated that per School Code the Board Secretary is appointed to a four year term which is occurring with the new fiscal year beginning July 1, 2009. He indicated that attached to this evening's agenda is a letter of request from Vickie Detwiler expressing interest in reappointment, the current compensation history of the position and the dollars associated with a 3.5% increase per year for the balance of the new term. The Board Secretary's job description, which was approved with the appointment of Vickie Detwiler in 2001 is also attached Mrs.

Mueller stated that Mrs. Detwiler does a great job as Board Secretary and she supports re-appointment. Motion to move this item forward as submitted including the 3.5% annual compensation increase by Mrs. Mueller. Second by Mr. Simpson. Motion Carried 3-0.

#### Appoint Board Treasurer

Mr. Vail reported that Section 404 of the school code requires the Board of Directors appoint a Treasurer for a one year period beginning the first day in July following such appointment. In school districts of the second class the treasurer shall not be a member of the board. Mr. Vail indicated that Mr. Stan Allen has served as District Treasurer since July, 2004. Mr. Allen has requested reappointment for 2009-10. Mr. Allen's letter and resume are attached. He noted that the treasurer is paid a monthly stipend of \$125 at a cost of \$1,500 annually to the District. Mrs. Mueller indicated that she would like to see the Board advertise for this position to determine if any other residents might be interested in the appointment. Mr. Monaghan stated he remembers discussing this last year and the consensus at that time was that we might want to look around next year. This represents a chance to get others involved. Motion by Mrs. Mueller to recommend that the Board advertise the position and act on an appointment later this spring. Second by Mr. Simpson. Motion Carried 3-0.

#### Adjournment

Meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Timothy E. Vail