



## **Finance Committee Minutes**

May 17, 2018

**Board Chair**— Mr. Mark Cowell

**Administrative Liaison**—Mr. Andrew Lechman

**Attendance**—Please see the accompanying committee attendance sheet.

Mr. Cowell called the meeting to order at 6:00 pm.

Upon a motion made by Mr. Marcus and seconded by Mrs. Stiefel, the minutes of the April 19, 2018 meeting were approved unanimously by the committee.

### **Old Business**

- Audit Engagement Letter – At the last finance committee meeting the committee requested that Mr. Lechman request minor changes to the engagement letter before finalizing. Mr. Lechman reviewed requested changes with auditors they agreed to add/edit some language and for language that they could not change they provided written assurances in email to address the requests of a committee member.

### **New Business**

- 2017-2018 Budget
  - Mr. Lechman provided an overview of the current status of the 2017-2018 budget as compared to the same period in the prior year. Revenues and expenses continue to trend normally. Current year 89% of budgeted revenues have been received and prior year 90% was received. 70% of budgeted expenditures have been accounted for as compared to 74% prior year. Mr. Lechman provided the first draft of end of year projections which show revenues trending right in line with budget and expenditures trending about 4% below budget.
  - Budget Transfers were reviewed at this meeting and it was confirmed that none of these transfers have an impact to the overall 17-18 budget.
  - Mr. Lechman also provided an update on the campus revitalization project financials. The estimated remaining project contingency is \$258,000 as compared to the prior month of \$449,500. Campus revitalization project

work and financials are discussed in further detail at the facilities committee meeting.

- 2018-2019 Budget
  - Proposed Final Budget– Dr. Yanni and Mr. Lechman provide the committee with a presentation on the proposed final budget. The budget is structurally balanced with a tax increase at the index of 2.4% and maintains staffing levels as well as all programs and services for student’s districtwide.
    - Unknown items related to the final budget include: Federal and Pennsylvania State Budget, Charter School Enrollments and the expiration of the Support Staff Contract on June 30, 2018.
  - Next Steps include presenting the final proposed budget to the board at the May 24 Board Meeting, making the budget available for public inspection, and final Board approval of Budget at June 28 Board Meeting.
  - Discussion around the budget included:
    - Transportation and potential options for efficiencies and cost savings
    - Approval of the NHSEA contract
    - Safety and Security budget includes a few specific needs, a recommendation for an audit and then the remaining funds budgeted will be utilized based on the audit recommendations.
    - Safety and Security at district/student events both during school hours and after school hours should be further reviewed.
  
- Food Service Budget and Lunch Prices for 2018-2019 - Mr. Lechman provided an overview of the 2018-2019 Food Service Budget and Lunch Prices. The budget is structurally balanced and the recommendation is to hold breakfast and lunch prices at no increase. Opportunities for increased revenues are the primary focus for the department with a focus on the breakfast program.
  
- Solicitor Services – Rob Cox, Eastburn and Gray
  - The board requested an RFP process for solicitor services. A team comprised of 2 board members and 3 district administrators interviewed several firms and we collectively agreed upon Eastburn and Gray and Rob Cox will be our dedicated solicitor. Mr. Cox has 20 years of experience as a solicitor for school districts. A series of reference checks were completed with districts that he currently serves in as well as districts that he no longer serves in. The services would become effective July 1, 2018.
  
- Contracts
  - First Student – Option to Extend - The current contract was drafted with a fixed term of 3 years and two 1 year options for renewal. This year we made inquiries to other local vendors on pricing and found little to no interest. The plan is to approve the option to extend for 1 year and continue to look for possible alternatives in 18-19.

- Informational Items
  - Appoint School Board Treasurer for 2018-2019 – The recommendation is to re-appoint the current board treasurer to another 1 year term starting July 1, 2018 to June 30, 2019. The board treasurer responsibilities include reviewing bank statements, general ledger reports, payments and preparing the monthly Treasurer’s Report for the board approval.
  - 2018-2019 Technology Pool Counsel Legal Services Agreement – This agreement provide consortium based legal services for technology for the 18-19 year at a cost of \$807. These services include face to face services along with electronic resources are utilized by districts across Bucks County.
  - The district will be renewing agreements with Dr. Rigney at a cost of \$4,000 per year as the School District Doctor and with Dr. Covino at a cost of \$5.00 per student seen as the School District Dentist.
  
- A motion was made by Mr. Marcus and seconded by Mr. Hepp to move the following items forward to the board for approval:
  - 2017-2018 May Budget Transfers
  - Proposed Final Budget for 2018-2019
  - Food Service Budget and Breakfast and Lunch Prices for 2018-2019
  - Eastburn & Gray – Solicitor Services
  - First Student Option to Extend Contract
  - 2018-2019 Technology Pool Counsel Legal Services Agreement - \$807.53
  - Appoint School Board Treasurer for 2018 -2019
  - School Doctor: Dr. Rigney - \$4,000 per year
  - School Dentist: Dr. Covino - \$5.00/student (no annual fee)

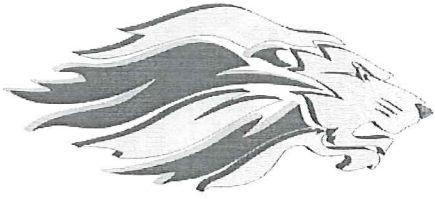
**Public Comment**

- Public comments were made throughout the meeting and are captured in the meeting minutes as appropriate.
- The following comments were made about non-agenda items:
  - None

Mr. Marcus made a motion which was seconded by Mr. Trammell to adjourn the meeting at 7:30pm.

Respectfully submitted,

Andrew Lechman  
*Business Administrator*



NEW HOPE-SOLEBURY SCHOOL DISTRICT  
*Engaging, Enriching, and Empowering All Students  
through a World-Class Education*

Finance Committee Meeting Sign-In and Attendance  
May 17, 2018

Name (Please Print)	Committee (C) or Public (P)
DAVID TEASDALE DISTRICT	C P
ERIK PROEDER	C P
Charles Malone Admin	C P
STAN MARCUS	<input checked="" type="radio"/> C P
Marcus Peckman	<input checked="" type="radio"/> C P
Ellen Stiefel	<input checked="" type="radio"/> C P
Jim Trammell	<input checked="" type="radio"/> P
MARK COWELL	<input checked="" type="radio"/> C P
STEVE YANNI ADMIN.	C P
ANDY LECHMAN	<input checked="" type="radio"/> C P
Kevin Elvey	C <input checked="" type="radio"/> P
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Please note: This sign-in sheet will be included in the meeting minutes and posted to the District's website.