



Finance Committee Minutes

March 21, 2019

Board Chair— Mr. Mark Cowell

Administrative Liaison—Mr. Andrew Lechman

Committee Members – Mr. Cowell (Board Chair), Mr. Capriotti (Board), Mr. Marcus (Board), Rich Hepp, John O’Hara, Ellen Stiefel, James Trammel

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 Mr. Capriotti the minutes of the February 21, 2019 meeting were approved by the committee.

Old Business

- None

New Business

- Finance Committee Function Statement – Per Board Operating Guideline 005.1 each standing committee is to review its function statement. The committee reviewed this statement and confirmed the current function statement.
 - Comments
 - Mrs. Stiefel commented on the statement regarding the financial impacts of all contracts. The comment was just to reinforce that this be adhered to in the future.
- Transportation RFP – At the January 21, 2019 the finance committee reviewed a request for proposal for transportation services. The proposal was released on February 22 to 3 vendors that expressed interest in receiving out of a total of 7 vendors that were contacted. 2 proposals were received from First Student, our current provider, and Levy School Bus Company. A summary of the proposals were reviewed by the committee and the recommendation was to move forward with initiating a contract with First Student with a goal of having the Board approve the contract at the May Board meeting. The recommendation was based on the following:
 - First Student was the lowest cost proposal by about \$80,000 per year
 - Note that this proposal is \$84,000 or 8.5% higher than our current contract. We will continue to explore this increased pricing as we negotiate the contract.

- First Student met all of the requirements of the proposal request.
- Comments/Discussion
 - The committee spent time discussing the need for seatbelts on buses. The conversation focused on the following topics:
 - Buses are inherently safe vehicles. The need to weigh the incremental safety seatbelts offer as compared to the cost
 - Seating capacity logistics
 - Statistics of school bus fatalities
 - American Academy of Pediatrics and NTSB recommend that new vehicles provide 3-point seat belts.
 - Consistency of funding district wide safety standards.
 - Whose responsibility is it to make sure that students wear their seatbelts?
 - Is there liability on the district if there is an accident and students aren't wearing seatbelts?
 - Who assists students in undoing seatbelts in the event of an emergency?
 - The committee recommended that this become a board discussion/decision
 - The contract can be structured to include all pricing for vehicles with seatbelts and vehicles without seatbelts.
 - A decision for 19-20 needs to be made by the beginning of June to assure that proper funding is budgeted.
 - Mr. Capriotti made motion and Mr. Marcus seconded and the finance committee approved the administration to work with the district solicitor in drafting a contract with First Student based on the RFP submitted. The contract will be brought back to the Finance committee for the May meeting to review.
- Copier Contract RFP – The committee reviewed a request for proposal for the district copiers and print management services. The current agreement is with Ricoh and is a 5 year agreement which is ending on July 31, 2019. The current agreement provides for 34 copiers, located in central locations, across all district buildings including a central copy center which is utilized for larger print jobs. This proposal is aiming to reduce our number of district copiers by 5 to 29. The planned timeline is to release this RFP during the week of March 25th and have proposals due on April 10th. A recommendation will be made by the May finance committee.
 - Mr. Hepp recommended contract language for addressing data that may be stored on the copiers when they are turned back at the end of the lease.
- New Hope-Solebury School Authority - At some point, many years ago, the District created the New Hope-Solebury School Authority as the vehicle by which it borrowed money for capital projects as school districts were not authorized to issue debt. For a time, the Authority held title to the District's real estate. Following

Pennsylvania's enactment of the Local Government Unit Debt Act, which enabled the School District to issue bonds in its own name, the Authority conveyed the District's real estate back to the District. Records indicate that the Authority has been inactive since October 1, 1991. Each year the District is required to file a report with the Pennsylvania Department of Community and Economic Development for the New Hope-Solebury School District Authority. This entity is no longer in existence so the annual report is simply filed as inactive. In lieu of perpetually filling this report the recommendation is to formally terminate the existence of this authority. The District Solicitor has prepared the termination resolution, certificate and notices to complete the process to terminate the Authority.

- Facility Condition Assessment – Summer Projects
 - At the February Facilities meeting Mr. Teasdale presented a list of summer projects that he recommends completing either over the summer or as soon as possible. The facilities committee approved the list of summer projects to move forward to the finance committee to review the use of capital reserve funds. The projects are broken into two funding categories. Projects being funded through the general fund are included in the general fund budget that the board will approve in June. Reporting for projects funded through the capital reserve will be provided on a monthly basis to review each project estimated costs and actual costs.
 - The committee discussed the following items:
 - Determination of costs for general fund vs. capital fund and eligible uses of capital reserve funds which Mr. Lechman will bring more information on for the next meeting.
 - How was the list of projects determined – Achievable to be done with internal staff or via state purchasing contracts.
- 2018-2019 Budget
 - Mr. Lechman provided an overview of the current status of the 2018-2019 budget as compared to the same period in the prior year. Revenues and expenses continue to trend normally. To date 85% of budgeted revenues have been received as compared to 84% in the prior year. 52% of budgeted expenditures have been accounted for as compared to 53% in the prior year. A first look at projections through the end of the year were reviewed as we are about 60% through the school year. Revenues are trending about \$170k over budget driven by transfer taxes due to a strong housing market and interest income due to rising interest rates. Expenditures are trending \$1.7 million under budget of which approximately \$750,000 of that was planned.

- District Treasurer's Report and Investments – The committee received an update on the Treasurer's Report and district cash balances and investments as of February 28, 2019.
- Budget transfers were reviewed and it was confirmed that they have no impact to the overall 18-19 budget. There were a few large transfers that were reviewed with the committee:
 - District maintenance expenditures are trending higher than budget and it was recommended to transfer \$20,000 from the capital placeholder.
 - The facilities committee recommended the following items be funded by the finance committee:
 - Replacement of indoor batting cage - \$19,000
 - Replacement of athletic banners in HS gym - \$7,000
 - As these were unplanned expenditures the recommendation was to fund these items from the budgetary reserve
- Mr. Lechman also provided an update on the campus revitalization project financials.
- 2019-2020 Budget Review
 - Mr. Lechman provided an update on the status of the 2019-2020 budget. The preliminary version of the budget had a deficit of \$94,000. The current version of the budget has a deficit of \$96,000 and reflects all changes that we are able to accurately update at this point in time. Mr. Lechman reviewed the details of the changes with the committee which is also included as an informational item in the board packet. Referendum exceptions were submitted to PDE as approved with the preliminary budget and we are still waiting on final approval.
- A motion was made by Mr. Marcus and seconded by Mr. Capriotti and approved to move the following items to the board agenda for approval:
 - Finance Committee Function Statement
 - New Hope-School Authority Resolution
 - Budget Transfers

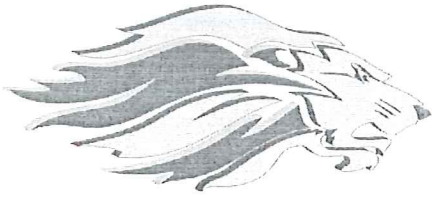
Public Comment

- 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. Cowell adjourned the meeting at 7:30pm.

Respectfully submitted,

Andrew Lechman
Chief Operations Officer



Finance Committee Meeting Sign-In and Attendance
 March 21, 2019

Name (Please Print)	Committee (C) or Public (P)
STAN MARCUS	(C) P
Dairdre Alderfer (Board member)	C P
Charles W rd Lentz	(C) P
John Capriotti	(C) P
John O'Hara	(C) P
<i>[Signature]</i>	C P Admin
David Teasdale	C P Admin
Erik Pedersen	C P Admin
Ellen Stiefel	(C) P
MARK Cowell	(C) P
Ricott Happ	(C) P
Andy Lehman	C P Admin
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Please note: This sign-in sheet will be included in the meeting minutes and posted to the District's website.