



## **New Hope-Solebury School District Finance Committee Meeting Minutes**

August 17, 2016

6:00PM— Upper Elementary School Library

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Per Policy 006.2, all public meetings of the Board of School Directors, including committees, are audio recorded.

### **Agenda Items**

#### **Attendance:**

- **School Board** – Mark Cowell, Neale Dougherty, Doug McDonough
- **Administration** - Andrew Lechman, Dr. Steve Yanni, Dave Hansel, Chuck Malone, Peter Rivera
- **Committee Members** – Johnathan Adar, Stanley Marcus, Ellen Stiefel
- **Public** - Melvin Band

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

The committee approved the minutes from the June 15, 2016 meeting.

Mr. Cowell reminded the committee that per policy 006.2, all committee meetings are now being audio recorded.

#### **Old Business**

- None

#### **New Business**

- 2015-2016 Fiscal Dashboard Review – Mr. Lechman provided an update on the 15-16 projections. The annual fiscal audit will take place in September and preparation for closing the fiscal year and the audit is a primary focus. Current trends are showing \$37.03M in revenue and \$38.5M in expenditure. The net effect of the current projections of usage of \$1.2M less of fund balance than budget planned. This is a positive for fund balance at end of year but it does not change the future budget structural deficit. Further updates will be provided as the audit process occurs.
- Series A of 2016 Bonds – Mr. Lechman provided an update on the next steps in the financing process for the campus revitalization project. The tentative timeline is the authorization to proceed at the September board meeting, adopt the parameters

resolution at the October board meeting, price the bonds by the end of October and settlement by the end of November.

- 2016 – 2017 Renewal of School Physician and School Dentist
  - School Physician – Dr. James Rigney – Annual Fee of \$4,000
  - School Dentist – Dr. Steven Covino - \$5 per student charge
  
- Contracts New
  - ABA Connect, LLC agreement for BCBA Services for the 2016-2017 year. This contract has been under discussion with the special education committee to decide if we would bring this position in house or remain in an outsourced model. The special education committee is recommending to the finance committee an outsourced provider that fits our needs at a much reduced rate. The cost of the agreement is \$450 per day for a minimum of 3 days per week. This rate is below the prior year cost of \$900 per day.
  - Penn Literacy Network – The University of Pennsylvania – Started to engage with the Penn Literacy Network, a premier K-12 professional development content area writing and literacy provider. The district has been sending teachers individually to this training and now have the ability to bring in house for three days of targeted PD. The total cost is \$6,000 and it will be paid for using Title II funds.
  - SAP – Student Assistance Program (SAP Team). A county liaison that works with us to facilitate meetings, make referrals based on Mental Health, Drug and Alcohol, and provide counseling support to families to our school community through this program. This year, The Council of Southeast PA Inc., will provide free training at the upper elementary and lower elementary school. Early intervention is vital and this program will assist with that. Flat rate regardless of the work done and she opens the doors to other services that our students may require.
  - Vantage-Leagueminder – Dr. Yanni has identified that there are multiple district calendars which can be difficult to navigate. Schooldude is our current provider but it doesn't encompass the athletic calendar. Leagueminder is the name of the program used by Vantage learning for athletics. This software will provide us with the opportunity of pulling all district calendar's into one to better coordinate activities district wide. Calendar function is free for the first three years. This is at a reduced cost as compared to our current solution.
  
- Contract Renewals
  - Postage Lease Agreement – Pitney Bowes current lease agreement ends in September. The current cost is \$334 per month and our current model is discontinued and will no longer be supported. The new lease is for the newest version of the current model that we utilize at a cost of \$282 per month for 60 months. This is a savings of \$50 per month. A mail solution is still a requirement as the district processes over 15,000 pieces of mail. The

committee was not in favor of moving this current lease agreement forward to the board for consideration at this time. The committee recommended the business administrator discuss further options with Pitney Bowes about possibly maintaining the current equipment on a month to month basis as this is further analyzed. The committee also recommended that the amount of mail across the district be analyzed to see if it can be reduced.

- Pennsylvania Trust in partnership with Conrad Siegel to provide the required GASB 45/75 Actuarial Valuation. This valuation is required of all school districts. This is the same firm that we have contracted with for the past four valuations and are utilized by many districts across the state for this work. The prior four valuations have cost \$6,000 and are valid for two years. This work must be completed by June 30, 2017.
- Interquest Detection Canines assists in the process of completing necessary drug searches of our buildings. This work is typically completed four times annually at the high and middle school at a cost of \$250 per search. Estimated annual cost is \$1,000.

Mr. Adar made the motion and Mr. Marcus seconded the motion to move all items except the Pitney Bowes lease agreement to the board meeting for consideration.

**Public Comment**

- There was no public comment

Mr. Adar made the motion to adjourn the meeting at 7:02PM.

Respectfully submitted,

Andrew Lechman  
Business Administrator