



Finance Committee Minutes

April 19, 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.

The minutes of the March 15, 2018 meeting were approved. Motion made by Mr. Marcus and seconded by Mr. Peckman. The committee unanimously approved.

Old Business

- None

New Business

- 2017-2018 Budget
 - Mr. Lechman provided a brief overview of the current status of the 2017-2018 budget as compared to the same period in the prior year. Currently all revenues and expenses are trending normally. Current year 87% of budgeted revenues have been received and prior year 88% was received. On the expenditure side 62% of budgeted expenditures have been accounted for as compared to 67% prior year.
 - 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. Some of the transfers were large this month so there were discussions to cover the following transfers:
 - Transfer for the purchase of 2 new lawn mowers and the transfer of 1 mower to the LES.
 - Transfer for the purchase of key FOB systems to expand the use of FOB's to access our buildings which will allow for increased security capabilities at all active entrances to building.
 - Transfer to replace the wooden backboards in the HS gym to bring up to standard backboards.

- Transfer for the \$50,000 donation received for Athletics. The budget included a budgetary reserve line item for donations and a revenue line item. This is moving the reserve expense to the proper athletic accounts that were used to spend this donation.
 - Mr. Lechman also provided an update on the campus revitalization project financials. The remaining project contingency is \$449,550 as compared to the prior month of \$467,765.
- 2018-2019 Budget
 - April Budget Update – The goal of the administration was to progress toward a final budget that is structurally balanced with a maximum tax increase recommendation of the approved Act 1 index which is 2.4% and the April draft of the budget achieves this goal. The April draft budget reflects all changes that we are able to accurately update at this point in time. Mr. Lechman reviewed the details of recent budget changes with the committee. The 18-19 budget also introduces line items for safety and security which is funded in year one by the favorable medical premium rate increases being under 1% for next year. There is little information available regarding the state budget at this point in time. A proposed final budget will be reviewed with the committee and presented to the board in May and the final budget will need to be approved by the board in June.
- MBIT Budget Review - Mr. Lechman presented the 2018-2019 budget for the Middle Bucks Institute of Technology (MBIT) as it relates to New Hope-Solebury School District. The total tuition cost is \$248,595 and the lease rental debt is \$115,205 for a total cost of \$363,800. Costs are allocated on a per pupil basis and as enrollment from other sending districts are decreasing, the costs for our relatively level enrollment is increasing. The budget and payments throughout the year are based on an average ADM trend. Then at the end of the year a reconciliation is completed to compare the budget to actual costs and actual enrollment and either a credit is issued or an invoice is submitted to be paid.
- Audit Engagement Letter – At the last meeting Mr. Lechman made the recommendation to move forward with Barbacane, Thornton & Company LLP for a 3 year engagement which with the goal of formally approving at the April Board Meeting. The committee reviewed the current draft of the engagement letter for the audit services for the year ended June 30, 2018. The audit firm confirmed their understanding of the audit services we are requesting of them and the associated costs. They confirmed that the costs include all of the costs they are anticipating.
 - Engagement letter has been reviewed with our solicitor and the draft the committee has is the red-lined version. All requested changes have been accepted by the audit firm except for the paragraph on page 25 as this is an audit standard and therefore a required statement in the engagement letter.

- The committee had suggestions for a couple other items to add to the engagement letter which Mr. Lechman will review with the audit firm.
- **Contracts**
 - ALICE Training Institute Master Service Agreement – Mr. Malone provided an overview of this agreement. This is the final requirement for the ALICE program that is being implemented district wide. We have completed the face to face trainings with a core group of staff that will use a train the trainer model. The agreement is to enhance the face to face learnings for all staff across the district in an ELearning format and to keep certifications up to date. This will also allow us to cover all extended areas of the organization including transportation, coaches and after care as examples. This is a 3 year contract at a cost of \$2,747.50 per year.
 - 2018-2019 Special Education Pool Counsel Legal Services Agreement - The contract provides consortium based legal services for special education for the 18-19 year. These services are utilized by districts across Bucks County. This includes face to face services, electronic resources and sharing of case law with all participating members at a cost of \$6,000.
 - Transportation Update – The district has not been able to find transportation providers that are interested in submitting proposals for transportation services. We will continue talking to providers to gauge interest, but it is highly likely that the recommendation in May will be to accept the 5th year option to extend the current contract with First Student.
- A motion was made by Mr. Marcus and seconded by Mrs. Povacz to move the following items forward to the board for approval:
 - 2017-2018 March Budget Transfers
 - MBIT Budget for 2018-2019
 - Contracts
 - ALICE Training Institute Master Service Agreement
 - SSKW Special Education Pool Counsel
 - Audit Engagement Letter for June 30, 2018

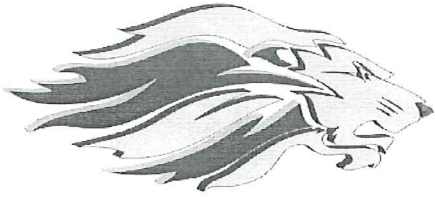
Public Comment

- 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:
 - Mrs. Stiefel – Demographic Study status request for a copy of the report and a presentation to finance committee.
 - Mr. Band – Athletic Committee should be reinstated to advise on athletic topics.
 - Safety and Security recommendation for more staffing.

Mrs. Stiefel made a motion which was seconded by Mrs. Povacz to adjourn the meeting at 8:15pm.

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
April 19, 2018

Name (Please Print)	Committee (C) or Public (P)
Andy Lehman	C P
MARK COWELL	C P
STAN MARCUS	C P
Marcus Peckman	C P
DAVID TEASDALE	C P
STEVE SEVER	C P
ERIK PEDERSEN	C P
Charles Malone (admin)	C P
Aaron Kinsley	C P
ED DUFFY	C P
Mel Band	C P
Ellen Stiefel	C P
MARIA POVAZ	C 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.