



Finance Committee Minutes

June 13, 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. Trammell the minutes of the May 16, 2019 meeting were approved by the committee.

Old Business

- None

New Business

- Act 153: Annual Review of Property List - In 1996 Act 153 was approved by the state allowing municipalities and school districts to exempt certain approved properties from further increase in millage for school property taxes only. The purpose of Act 153 was to preserve lands and keep developments down. The program is fully managed by the municipality and the municipality alone determines which properties are accepted into the program. School districts have the ability to support this program and also exempt these approved properties from future millage increases. On October 23, 2000 the school board approved a resolution which included frozen millage on improvements and the land. In 2004 a revised resolution was approved adding verbiage to freeze millage on the land only. There are currently 100 properties that have been approved by Solebury Township and are included in this program. There was 1 new property added in 2018. This program has a cost by way of reduced property taxes in the estimated amount of \$135,000 for the 2019-2020 fiscal year. Approximately \$120,000 of the \$135,000 is related to the properties approved under the original resolution which exempted land and building.
- 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 95% of budgeted revenues

have been received as compared to 93% in the prior year. 78% of budgeted expenditures have been accounted for as compared to 77% in the prior year.

- District Treasurer's Report and Investments – The committee received an update on the Treasurer's Report and district cash balances and investments as of May 31, 2019.
- 2019-2020 Budget Review
 - General Fund Proposed Final Budget – Mr. Lechman confirmed that there were no material changes to the 2019-2020 final budget as compared to the proposed final budget. The total revenues and expenditures remained unchanged. All budget unknowns remain in this final budget and the state still has not approved a final budget. The last step in the budget process is for the Board to approve the final budget and budget resolutions at the June 24, 2019 Board meeting. After board approval budget forms will be submitted to PDE and tax bills will be finalized and mailed.
- Board Docs End User Agreement – Dr. Lentz reviewed the proposed agreement with BoardDocs. Currently all committee meetings and board meetings are managed using an antiquated process of organizing paper documents into packets, scanning and posting onto the district website. Minutes are kept in manually created word documents that take time to properly format and then need to be finalized and posted. BoardDocs is an electronic solution that standardizes this process for all committee and board meetings and creates significant efficiency. The annual cost for this solution will be \$5,900.
- Ricoh Copier Contracts - This agreement is the final step in the RFP process that was completed for District Copier Lease and Print Management Services. The committee reviewed a draft Agreement that is being finalized with the District Solicitor. It is primarily legal terms that are being finalized. All business terms meet the specifications of the proposals received and reviewed with the committee.
- Plumstead Christian School Transportation – This is a renewal of an annual agreement between the District and Plumstead Christian School. Plumstead Christian School provides transportation to the students that live within District boundary at a rate of \$9.27 per student per day for the 2019-2020 school year. This is increased from \$8.91 for the 2018-2019 school year. This is an approximate cost of \$1,700 per student for the entire school year and there are currently 4 students transported under this agreement.
- Informational Items – There are a number of standard items that are approved each June that the committee reviewed as informational items:

- Approval of the list of depositories is a school code requirement. The district currently uses 4 banks as depositories with PSDLAF as the primary depository.
- Approval of the payment of bills during the summer months is required for 2 reasons:
 - June 30 is the end of the fiscal year. The goal is to pay all invoices received between the June board meeting and the final day of the fiscal year.
 - There is no July board meeting and we cannot wait for 2 months to pay bills.
 - A listing of all bills paid between the June 24 and August board meeting will be brought for ratification at the August board meeting.
- Approve a transfer in an amount up to the year-end surplus as per the final audited financial statements from the General Fund to the Capital Reserve Fund. Accounting rules require that this motion be made prior to the end of the fiscal year even though the amount is not yet known. The final amount must be determined by December 31, 2019.
- Approval of the School Physician and School Dentist for the 2019-2020 school year is an annual requirement.
- Approval to file applications for Federal Grant Funds for the 2019-2020 fiscal year and to authorize Dr. Charles Malone to serve as the Head of Federal Programs.
- A motion was made by Mr. Trammell and seconded by Mr. Marcus and approved to move the following items to the board agenda for approval:
 - 2019-2020 Final General Fund Budget
 - BoardDocs End User Agreement
 - Ricoh Copier Agreements pending final review/approval by District Solicitor
 - Plumstead Christian School Transportation Agreement
 - All Informational Items

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:
 - Mr. Duffy commented on the ability of the public to comment at committee meetings.
 - Mr. Duffy commented on listserv communications.
 - Mr. Elvey thanked Mr. Lechman for his work for the district.

Mr. Cowell adjourned the meeting at 6:45pm.

Respectfully submitted,
 Andrew Lechman
Chief Operations Officer

