

# **Plum Borough School District**

## **Finance Committee Meeting Agenda for June 19, 2012**

(Finance Meeting #12/ 2011-12)

**Plum Borough School District  
Finance Committee Meeting Agenda  
June 2012**

**MEETING DATE:** Tuesday, June 19, 2012

**TIME:** Immediately following the Facilities Committee Meeting which starts at 6:00 PM

**LOCATION:** PHS Board Room

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**I. Call Meeting To Order.**

**II. Citizens Comments:**

1. On agenda items
2. On non-agenda items

**III. Invited Guests:**

1. Mr. Joseph Muscatello, Boening & Scattergood, Inc. will discuss borrowing options.
2. Kelly Services representatives' presentation.

**IV. Agenda Action Item Discussions:**

1. **Treasurer's Report:** Approve Treasurers' Report for the month of May 2012. Report was electronically sent to board members prior to the meeting for their review.
2. **Budget Transfers:** Approve Budget Transfers for the Month of June 2012. **(To Follow)**
3. **Year End Business Functions:** Recommend approval of the following year-end Business Office functions:
  - A. Facsimile signatures for signing of General Fund, GOB Funds (2), Payroll Fund, Student Activities Fund, and Athletic Fund (part of Fund 10) checks.
  - B. Authorize the Director of Business Affairs to invest school district funds.
  - C. Authorize payment of utility and other discounted invoices prior to the regularly scheduled month Public Board Meeting.
4. **Microsoft Licensing Agreement – District-wide:** Recommend approval of the Microsoft Server Product Purchasing Group Participation Agreement for the 2012-13 school year at the cost of \$34,489.22. **See Attachment # 1**
5. **2012-13 Miscellaneous Tax Resolutions:** Administration recommends approval of the following local tax resolutions to support the funding of the 2012-13 General Fund (10) Budget as follows:
  - A. Approval of the Current Real Estate Tax Millage Rate at 22.2 mils; represents no increase.
  - B. Approval of the Per Capita Taxes at \$10.00; represents no increase.
  - C. Approval of Earned Income Taxes (EIT) at 1.0% shared equally with Borough; represents no increase.

D. Approval of Deed Transfer Taxes at 1.0 % shared equally with Borough; represents no increase.

E. Approval of Local Service Taxes (LST) at \$5.00 per year.

*Note: Borough receives \$47.00 of the combined LST annual fee of \$52.00.*

6. **2011-12 Fiscal Year-End Budgetary Transfers:** Recommend approval authorizing Central Administration and the District's Independent Auditors to make all necessary year-end budgetary transfers after June 30, 2012 for the 2011-12 fiscal year.
7. **Insurance Quotations for 2012-13:** Administration recommends acceptance of the Gleason Agency's (*Division of AJG Risk Services, Inc.*) insurance quotations for the 2012-13 school year, as presented. Total proposed insurance premiums quotations are \$322,739. **See Attachment # 2**
8. **Harris Solutions (formerly ProSoft Technologies) Software Maintenance Renewal.** Administration recommends acceptance of five (5) year software maintenance/support proposal for all Harris Solutions, effective July 1, 2012 through June 30, 2017. **See Attachment # 3**
9. **Sunesys Wide Area Network License Agreement:** Recommend approval of Addendum No. 2012-13 to the Wide Area Network License Agreement between Sunesys, LLC and the Plum Borough School District for the new Pivik Elementary School. This will be paid through the GOB Fund as a construction item. **See Attachment # 4**
10. **Donation by Holiday Park PTA:** Recommend acceptance of a donation of Smart Boards and Ipads for the students at Holiday Park by the Holiday Park PTA.
11. **Sale of Obsolete and Unusable Computer Equipment:** Recommend acceptance of proposal from Sycamore International Inc. to purchase obsolete and unusable computer equipment. **See Attachment # 5**
12. **Act 32 Installment Payments for Small Business Owners:** Recommend Resolution adopting Installment Payments for Real Estate Taxes for Small Business Owners mandated by Act 32, as presented.

**V. Informational Discussion Items:**

1. Discuss Real Estate Tax Collector's Report for the month of May 2012. **See Attachment # 6**
2. Discuss Earned Income Taxes
  - A. Discuss Plum Borough Earned Income Tax Collector's Reports for the month of April 2012 EIT which represents the fourth quarter of 2011 (4-Q-11) and the Final Returns for 2011 and the Local Service Tax (LST) Collections (1-Q-12). **See Attachment # 7**
  - B. Discuss the Keystone Collection Group's Earned Income Tax Collection Report for the First Quarter of 2012 (1-Q-12). **See Attachment # 8**

3. Discuss Monthly Revenues and Expenditures Comparison Graphs for the month of May 2012. **See Attachment # 9**
4. Discuss HSA Health Care Option for District Employees: Recent discussions for cost saving ideas included the investigation of changing from the traditional PPO and HMO health care plans to a Health Savings Account (HAS) Plan for the district employees. Mr. Marraccini obtained HSA information from Mr. Garofalo. **See Attachment # 10**
5. Discuss budget changes since the Preliminary Budget was presented and final revenues and expenditures for the adoption of the 2012-13 Final General Fund Budget (Fund 10):

The Preliminary Budget was passed on May 22, 2012 with proposed Revenues and Subsidies totaling **\$54,446,124** and proposed Expenditures totaling **\$55,661,558** with the shortfall balance of **\$(1,215,434)** coming from the District's Fund Balance or other budgetary adjustments as approved by the Board of Directors. The Preliminary budget has been on public inspection in hard copy form in the Superintendent's Office and on the District's website since May 23, 2012.

Administration has made changes to the 2012-13 Preliminary Budget, the changes will follow in a spreadsheet on Monday, June 18<sup>th</sup>. The AIU has suggested that additional state funding for the ABG grant may be forthcoming.

#### 6. Computers – New

- A. Discuss New Computer Purchases and Funding for 2012-13: Discuss the HP purchase proposal of 740 HP 4530s Notebook PC's, 120 HP monitors and accessories based on PEPPM™ pricing of \$418,995.50. This item was discussed at the Education Committee meeting on June 5, 2012, and Mr. Colella requested it be moved to Finance Committee meeting for further discussion. A copy of CDI proposal is attached for review. Mr. Davis will make this report. **See Attachment # 11**

#### VI. New Business Roundtable.

#### VII. Next scheduled Finance Committee Meeting: July 17, 2012

#### VIII. Motion to adjourn.