

**Plum Borough
School District**

**Finance Committee
Meeting Minutes
for
September 20, 2011**

(Finance Meeting #3 / 2011-12)

Plum Borough School District
Finance Committee Meeting Minutes
September 20, 2011

DATE: Tuesday, September 20, 2011

TIME: 6:00 PM

LOCATION: High School Cafeteria Conference Room

ATTENDEES PRESENT:

COMMITTEE MEMBERS: Mr. Drake, Chairperson

BOARD MEMBERS: Mr. Dowdell and Mrs. McGuirk

ADMINISTRATIVE REPRESENTATIVES: Mr. Marraccini, Dr. Naccarati, and Dr. Glasspool

INVITED GUESTS: None

I. Call Meeting to Order. Mr. Drake called meeting to order at 6:17 PM.

II. Citizens Comments:

- A. On agenda items. Mrs. Rose Unchar inquired about new copier renewal proposal.
- B. On non-agenda items. Mrs. Robin McGrath commented on decision to use Kelly Services for substitutes.

III. Agenda Action Item Discussions:

- 1. Approval of Treasurers' Report for the month of September, 2011. Report was sent to Board Members electronically prior to the meeting. Committee reviewed report.
Committee Recommendation: Move to Public Agenda

- 2. Budget Transfers for the Month of September 2011. None.

- 3. Approval to reclassify expenditure accounts for Athletic Accounts and various Substitute Salaries for FY 2011-12. Mr. Marraccini explained that various Athletic accounts expenditures and various substitute salaries, related payroll taxes and pension costs (Objects 100 & 200) were being reclassified to Contracted Services (Object 300) to accommodate change to expand Athletic accounts and for Kelly Services.
Committee Recommendation: Move to Public Agenda

- 4. Approval of Memorandum of Understanding (MOU) between the Plum Borough Education Association for HS School Store Sponsors for School Store Sponsors, in accordance with the teacher's current collective bargaining unit agreement was presented.
Committee Recommendation: Move to Public Agenda

5. Approval of Comdoc Copier / Printer Services Cost Savings / Extension Proposal. Committee was presented with details of the extension proposal which extends the agreement for 36 months and produces a reduction in copier and printer costs by \$1,633 per month.

Committee Recommendation: Move to Public Agenda

6. Approval of Construction invoices for Elementary Construction and New Softball Field at HS Complex. Construction invoices were presented and reviewed.

Committee Recommendation: Move to Public Agenda

7. Approve Use of Facilities Applications, as presented. Use of Facilities applications were reviewed and approved. These applications were presented because the Facilities Committee met early in the month.

Committee Recommendation: Move to Public Agenda- under Facilities Committee

IV. Information discussion Items:

1. Real Estate Tax Collector's Report for the month of August 2011 Update. Mr. Schlegel's report for the month of August 2011 was presented and reviewed.
2. Earned Income Tax Collector's Report for the month of August 2011 Update. Mrs. Pedrosky's report for the month of July 2011 was presented and reviewed.
3. Monthly Revenues and Expenditures Comparison Graphs for the month ended August 30, 2011. Financial data and graphs were presented and reviewed.
4. PSDLAF Cash Flow Optimization Report for FYE 6/30/11. Report was sent to the Board electronically prior to the meeting for their review.
5. 2011-12 Substitutes Hourly Wage discussion. Discussion regarding increasing substitute custodian wages from \$8.00 per hour to \$10.00 was discussed due to the lack of substitute custodians. District will analyze the fill rate over the next month and report back to the committee.

V. New Business. None

VI. Next scheduled Finance Committee Meeting: October 11, 2011 at 6:00 PM

VII. Motion to adjourn. Committee adjourned at 7:22 PM.

Minutes Prepared by:
Eugene J. Marraccini
Director of Business Affairs