

Plum Borough School District

Finance Committee Meeting Minutes for November 15, 2011

(Finance Meeting #5 / 2011-12)

**Plum Borough School District
Finance Committee Meeting Minutes**

MEETING DATE: Tuesday, November 15, 2011

LOCATION: High School Cafeteria Conference Room

PRESENT:

Committee Members: Mr. Drake, Chairperson

Board Members: Mr. Colella, Mrs. White, and Mr. McGough

Administrative Representatives: Mr. Marraccini, Dr. Naccarati, and Dr. Glasspool

INVITED GUESTS: Kelly Education Services Representatives

I. Call Meeting to Order. Dr. Drake called meeting to order at 6:00 PM

II. Citizens Comments:

A. On agenda items. None. Mr. Drake indicated the Committee would allow for citizen's comments when the item was discussed.

B. On non-agenda items. None

III. Invited Guests: Representatives from Kelly Education Services representatives were present to address board's questions regarding various substitute fill rates. Citizens were permitted to comment on the matter. Donna Jablonowski, Lori Demetrio, Judy Grassi, Cindy Lott and Amy Griffin made citizen's comments on the subject at this time. Comments involved the fill rate percentages and the call off process.

IV. Agenda Action Item Discussions:

1. Approve Treasurers' Report for the month of November 2011. Report was sent to Board Members electronically prior to the meeting for their review. Mr. Drake requested that the financial statements have percentages of funds remaining be included on next month's reports. Mr. Marraccini indicated that the ProSoft software can accomplish this.

Committee Recommendation: Move to the Public Agenda

2. Budget Transfers for the Month of October 2011. Committee reviewed transfers. Mr. Marraccini indicated the high school supplies will be combined in one account next year to avoid minor overages.

Committee Recommendation: Move to the Public Agenda

3. Approve Earned Income Tax Collector Financial Report for the fiscal year ended December 31, 2010 as presented. Committee reviewed and accepted report.

Committee Recommendation: Move to the Public Agenda

4. Approve the Allegheny County Health Insurance Consortium Financial Report for the Fiscal Years Ended June 30, 2011 and 2010, as presented. Committee reviewed report of the ACHIC report. Mr. Marraccini stated the Trustees of the ACHIC are considering various alternative action plans to react to the UPMC / Highmark deadlock situation. It was noted that the ACHIC is a self-insured program and Highmark only processes membership claims. Committee moved to accept report.

Committee Recommendation: Move to Public Agenda

5. Recommend approval of Resolution Authorizing the Plum Borough School District participation in Joint Purchasing Agreement with the Allegheny Intermediate Unit #3 (AIU) for 2012, as presented. Administration recommends approval to participate in the AIU joint purchasing program and to appoint Mr. Mike Brewer as the new delegate and Mr. Scott Mergen as the alternate delegate. (Mr. Marraccini noted that the District did not participate in the Natural Gas purchase program with the AIU and was able to save \$34,000 more over the past two years. District purchased natural gas independently.)

Committee Recommendation: Move to Public Agenda

6. Recommend ratification of agreement with Pittsburgh Mailing for the 2011 Act 1 Homestead/Farmstead mandatory mailings in cooperation with the AIU, as presented. Annually, the AIU offers a joint purchasing program opportunity for the ACT 1 mandatory notifications mailing to taxpayers for the Homestead / Farmstead Exclusion program. Deadline was November 9, 2011. Administration recommends ratification to award Pittsburgh Mailing the project at a cost of \$.629 per piece.

Committee Recommendation: Move to Public Agenda

7. Recommend changes to Student Activity Accounts in accordance with guidelines as follows:
 - A. Approve dissolving the Plum Senior High Cuisine Club, Account #8386 and transfer balance of \$957.58 to Plum Senior High SADD Club, Account #8494, effective immediately.
 - B. Approve newly formed Oblock Junior High Woodchuckers Activity Club, effective immediately.
 - C. Approve dissolving the Plum Senior High Earth / Space Club, Account #10087 due to inactivity and to transfer the balance of \$5.62 to High School Student Government account #08566 effective immediately.
 - D. Approve Mr. Michael Brewer, Director of Administrative Services, as replacement for Mr. Ed Hela as Student Activity Account Treasurer, effective January 2, 2012, due to Mr. Hela's retirement, This is a bonded position.

Committee Recommendation: Move all to Public Agenda

8. Recommend approval of a revised agreement with EQT Energy, LLC to supply natural gas. Agreement is modified to add the New Pivik Elementary School, location #436997 only, as presented.

Committee Recommendation: Move to Public Agenda

9. Discuss Local Service Tax (LST) Tax Collector Resolution. Committee discussed and elected to have the District's share of the Local Service Taxes (LST) collected by Keystone Collections Group, starting January 1, 2012.

Committee Recommendation: Move to Public Agenda

V. Informational Discussion Items:

1. Real Estate Tax Collector's Report for the month of October 2011 Update. Committee reviewed Mr. Schlegel's report for the month of October 2011 as presented.
2. Earned Income Tax Collector's Report for the month of October 2011 Update. Committee reviewed Mrs. Pedrosky's report for EIT & LST collections for the month of October 2011 as presented.
3. Monthly Revenues and Expenditures Comparison Graphs for the month of October 2011. Committee members were presented with an electronic copy of the year-to-date comparison of revenues and expenditures.
4. Discuss Local Service Tax (LST) Tax Collector Resolution. Discuss collections of Act 7 Local Services Tax (LST), effective 1/1/12. Taxes are currently collected by Mrs. Pedrosky, Earned Income Tax Collector. Committee indicated that Local Service Taxes will be collected by Keystone Collections Group, starting January 1, 2012. Item moved to Action Items.
5. 2012-13 General Fund (Fund 10) Budget Process Timeline discussion. Committee reviewed the 2012-13 Budget Process Timeline prepared by Administration. Committee recommended that it follows the District Policy. A revised timeline will be represented at the December Finance Committee meeting.
6. Math teacher replacements at HS due to retirements – second semester. Dr. Glasspool updated the Committee on replacement cost comparison for HS math teachers. A matrix was presented showing the costing-out of two new math teachers over a five year period compared to the five year cost of one veteran teacher.
7. Finance Policies #601 and #619 review. Committee was presented with copies of the current policies and the updated PSBA recommended policies.

VI. New Business:

1. Dr. Naccarati informed the Committee regarding the fact that the Sunrise School will be considering an Act 77 / Act 39 renovation project to upgrade the facilities and possibly selling out some unused acreage owned by Sunrise.

2. Mr. Colella stated he would like to have Mr. Chris Davis, the New Education Technology Supervisor explore the idea of students bring their own electronic devises to school for use in the classrooms.

VII. Next scheduled Finance Committee Meeting: December 13, 2011

VIII. Motion to adjourn. Meeting adjourned at 7:41 PM.

Minutes prepared by:

Eugene J. Marraccini
Director of Business Affairs