

Plum Borough School District

Finance Committee Meeting Minutes For April 2014

(Meeting #10 – 2013-14)

Plum Borough School District Finance Committee Meeting Minutes April 2014

MEETING DATE: Tuesday, April 22, 2014
LOCATION: High School Cafeteria Conference Room

In Attendance:

Committee Members: Mr. McGough, Chair; Mr. Dowdell and Mrs. Stepnick, Committee Members
Board Members: Mr. Colella, Mrs. White, Mr. St. Ledger, Mr. Zucco, Mr. Tommarello, and Mrs. Gallagher
Administrative Representatives: Mr. Marraccini, Dr. Glasspool, Dr. Rossi, Mr. Brewer and Mrs. Shirey
Solicitor: Mr. Price of Andrews and Price LLP

I. Mr. McGough called the meeting to order at 6:01 PM

II. Citizens Comments:

- A. On agenda items.
 - 1. Mrs. Patricia Brennan commented on list of potential program cuts.
 - 2. Mr. Wesnick commented on teachers' salary cuts in next years' budget.
- B. On non-agenda items. None

III. Invited Guests: None

IV. Agenda Action Item Discussions:

- 1. Treasurer's Report:** Approve Treasurers' Report for the Month of March 2014. Report was electronically sent to board members prior to the meeting for their review. No Comments.

Committee Recommendation – Move to the Public Board Meeting Agenda

- 2. Budget Transfer Request:** Committee and Board Members were presented with an electronic and hard copy of the proposed budgetary transfers for the month of March. Mr. Marraccini he was able to use funds available from the teachers' salary accounts due to the retirement of a teacher in October 2013. Committee asked how much was available in the contingency funds and Mr. Marraccini provided the amounts.

Committee Recommendation – Move to the Public Board Meeting Agenda

- 3. Construction Invoices:** Recommend approval of New Holiday Park Elementary Project construction invoices received after the Facilities Committee Meeting. Committee and Board Members were provided with electronic copies of construction invoices received after the Facilities Meeting held on April 15, 2014.

Committee Recommendation – Move to the Public Board Meeting Agenda

- 4. Shuttle service for Plum Community Days.** Recommend approval to provide school busses and drivers at no charge for the Plum Community Days on June 27 and 28, 2014.

Committee Recommendation – Move to the Public Board Meeting Agenda

- 5. Ratification of assignment for Delinquent Local Service Taxes (LST) collections by Keystone Collections Group.** Administration recommends ratification for the collection delinquent LST taxes effective January 1, 2014, pursuant to Act 7.

Committee Recommendation – Move to the Public Board Meeting Agenda

6. **Committee recommends hourly increase for the Evening School Police.** Effective July 1, 2014, this group's hourly rate will increase from \$12.50 to \$12.75 per hour.

Committee Recommendation – Move to the Public Board Meeting Agenda

7. **Committee recommends acceptance of the 2014-15 Preliminary General Fund (10) Budget.** Budget revenues and expenditures are \$58,109,391 with the millage rate unchanged at 18.758.

Committee Recommendation – Move to the Public Board Meeting Agenda

IV. Informational Discussion Items:

1. **Discuss Current Real Estate Tax Collector's Report for the month of March 2014 (6111).** Mr. Marraccini indicated Mr. Schlegel was exonerated for the collection of the 2013 current real estate taxes and that Andrews and Price is collecting the delinquent real estate taxes for 2013 and prior years. Mr. Schlegel's reported interim and payment plan taxes collected.
2. **Discuss Monthly Revenues and Expenditures Comparison Graphs for the month of March 2014.** Committee reviewed the graphs with no comments.
4. **RFP updates.** The Board directed Central Administration to prepare Request for Proposals (RFP) for the following services:
 1. **Insurance Brokerage Services** – Carriers have contacted the Business Office to review application information and to do on-sight evaluations for pre-quote purposes. Final results will be presented in May 2014. There are two brokers interested in providing quotations.
 2. **Independent Auditing Services** – In progress. Mr. Marraccini is in the process of certifying the 2012-13 audit electronically with the state.
5. **Energy Audits Update.** District received information from the AIU that it received from other districts' energy savings actions and ideas from a recent Energy Smart presentation requested by Mr. McGough. Due to the volume of information received, Mr. Marraccini will update the Committee at a future meeting.
6. **Discuss Support Employees' (Non-bargaining units) hourly wage increase request.** The Committee and Board Members were presented with a request from the Evening School Police personnel to consider an increase in their hourly compensation rate. The Board agreed to grant this group a \$.25 per hour increase. Effective July 1, 2014, the group hourly rate will increase from \$12.50 to \$12.75 per hour. This will be moved to the Action Items.
7. **Adoption of the 2014-15 Preliminary General Fund Budget (Fund 10).** The Committee and Board Members were presented with an updated version of the Projected Preliminary General Fund 10 Budget for the 2014-15 Fiscal Year. The detailed budget was accompanied by a summary of budget assumptions and considerations prepared by Administration. Mr. McGough outlined how much was needed to fund the shortfall of (\$746,291) and how the difference can be obtained. Much discussion regarding various budget line items ensued from numerous Board Members. It was noted the Preliminary Budget is generally voted upon in May and is subject to change before the Final Budget that must be approved prior to June 30, 2014. In summary, the current millage will remain unchanged at 18.758 mills at this time. This will be move to the Action Items.

Mrs. Stepnick asked for a summary of cost for the Transportation Department subcontracted routes vs. using in-house drivers. She will contact the Business Office with specifics at a later time.

V. New Business Roundtable.

1. Dr. Glasspool announced groups scheduling field trips outside of the 9:00 AM to 2:00 pm time frame will be charged \$325 vs. the current rate of \$125. He indicated the District can no longer absorb the costs.

VI. The next scheduled Finance Committee Meeting: May 21, 2014

VII. Motion to adjourn. Committee adjourned at 8:01 PM

Mr. Price announced an Executive Session will be held following this meeting.

Meeting Minutes prepared by:

Mr. Eugene J. Marraccini
Director of Business Affairs