Committee Purpose
The Finance Committee provides the Board with the opportunity to more closely review various aspects of financial administration. This committee provides input to the budget process, meets with auditors, does long-term debt planning with financial consultants and oversees the ongoing business processes of our District.

Committee Leadership
Jim Maurer, School Board Committee Chair
Sheryl Pursel, Director of Finance

Start Time: 4:30 p.m.

Location: Administration Building, Board Conference Room

Attended:

Board Members: Adam Aloisi, Mike Donato, Linda Johnston, Jim Maurer, Charles Merris

Administration: Mike Bromirski, Mike Graham, Maria Hoover, Tab Musser, Sheryl Pursel, Ellen Rinier, Terry Sweigart, Shannon Zimmerman

Other:

Time for Public Comment: None

Discussion Items:

1. Review Substitute Pay Rate for Health Room Nurses (Tab Musser):

   The District has had difficulties with being able to hire substitute nurses for daily vacancies. The hourly rate for Health Room Nurses was increased to a starting rate of $23/hour December, 2018. The substitute rate is currently set equal to the daily teacher sub rate which is $115/day for the 2019-20 school year. This equates to an hourly rate of $15.33/hour. Unfortunately, substitute nurses are not willing to work for this rate. When we use a contracted staffing service to provide daily nurses, the rate is $45/hour. The recommendation from Administration is to move the substitute rate for Health Room Nurses to $21/hour for the 2019-20 school year to try to encourage the District substitute pool to accept the positions as needed.

   Recommendation of the Finance Committee is to change the substitute rate for this position to $21/hour and monitor the fill rates going forward.

2. Review eRate Contracts Requiring Board Approval in February (Mike Graham):

   eRate is a federal program for reimbursing telecom services and hardware. This is funded through “other fees” category as seen on phone bills. The reimbursement rate is determined by
the numbers in the District’s free & reduced lunch program. The rate last year was 50%, the rate for this year 2019-20 is 60%.

The billing from Lancaster-Lebanon IU13 for internet access and network connectivity already has the discount built in. The contract with Comcast will be on the February agenda for a renewal period of 2020-2025.

There is currently an RFP that has been issued for Internet services to cover redundant connections that are not covered by eRate. The purpose of redundant connections is to provide backups pole diversity. In the case where a pole may be hit by a truck, the other routes will continue to work. The expectation following the review of RFP responses is to request Board approval in April.

3. Evaluation of Infinite Visions Software:

As we have discussed in the past, the software we currently use for Business Office and Human Resources Office functions such as accounting, payroll and tax reporting, human resources onboarding and open enrollment, and purchasing, can be difficult to work with at times. The software is Infinite Visions and was implemented effective July 1, 2014. Because of the problems with PA state reporting and the time demands of current staff to manage the data, we are beginning the evaluation process to identify pros and cons. This evaluation will be presented at the next Finance Committee meeting, February 26. At that time, the committee will discuss the options to continue with this software, or to propose a formal evaluation of other software packages.

4. RFP for Financial Services:

An RFP for financial services was issued on Friday, January 24. This RFP was sent to current banking institutions providing services to the District as well as to other banks that have expressed interest in the past. The responses are due to the District on Tuesday, February 18 with the plan to share an analysis of the results at the next Finance Committee meeting, February 26. The timeline is to request Board approval in March with an effective start date of May 1.

Lock box is what banks are interested in.

5. Capital Projects Planning (Terry Sweigart):

Mr. Sweigart presented to the Finance Committee a proposed long-term capital reserve fund budget. The Feasibility study currently underway has provided a lot of information as to identifying building improvements that will need to be taken care of, either in the shorter term or more long-term planning. This presentation starts to lay out the process of identifying projects and helping the Board to annually adopt a capital budget spending plan.

This format will provide a document that can be shared publically to review plans for District renovations. Projects with particular areas of concern are the ones that will be done during the upcoming year whereas projects scheduled for future years can be adjusted and rescheduled as
needed. Enrollment projections, athletic concerns, and food services renovations will also need to be included as part of the comprehensive plan. The District will continue to review financing options to adequately fund identified projects.

6. Budget Discussions:

   a. Tax Revenues – although the District did lose a lot of tax base this year with Act 319, Clean & Green, there is currently a .33% increase in base from the tax roll used to produce July 1, 2019 tax bills. Growth in assessment values is something the District will continue to watch and monitor as we get closer to a final budget. Per the Lancaster County Assessment Office, the next interims will be issued to districts in March and should include significant growth in commercial properties.

   b. Debt Service and Use of Bond Proceeds – the settlement date for the bond refunding and issuance of $10 million in new money is scheduled for Thursday, February 13. Following this issuance of debt, the District will save approximately $500,000 in the current 2019-20 school year. The current budget includes $8.9 million for debt service but following refunding, the annual expense for 2019-20 will be $8.4 million. The Finance Committee will continue discussions to decide options for the approximate $500,000 savings (consider transferring to either Debt Service or Capital Reserve funds for future projects).

7. Right-to-Know Update:

   Alex Geli with LNP has submitted a Right-to-Know request asking for receipts, invoices, and reimbursement requests to School Board members. This is currently under legal review, but the District has requested a 30-day extension.

Adjourned: 6:08 pm

Future Meeting Dates

Unless otherwise noted, meetings are scheduled at 4:30 p.m. in the Board Conference Room of the Administration Building.

February 26, 2020
March 25, 2020 (joint with Buildings and Grounds Committee)
April 28, 2020
May 27, 2020