

**BOYERTOWN AREA SCHOOL DISTRICT
FINANCE COMMITTEE
November 20, 2018
MEETING MINUTES**

The November 20, 2018, Finance Committee meeting was convened at 6:03 PM by Mr. Elsier, Finance Committee Chair, in the Education Center Board Room.

Everyone participated in the Pledge of Allegiance to the United States of America and a moment of silence.

The following board members were in attendance:

Clay Breece (via telephone) Jill Dennin, Ruth Dierolf, Steven Elsier, Brandon Foose, David Lewis, Christine Neiman, Donna Usavage

The following board member was absent:

Rodney Boyer

The minutes for the Finance Committee meeting of October 16, 2018, were presented to the Board for approval. Motion moved by Mr. Breece, second by Mr. Foose. Motion to approve the minutes of October 16, 2018, as presented, carries: Yea: Breece, Dennin, Dierolf, Foose, Lewis, Neiman, Usavage, Elsier. Nay: None.

Memorial Stadium – Stadium Solutions – Bleachers: Mr. Mark Klopfer, Stadium Solutions Design Engineer, did a presentation on the grandstand design. Mr. Klopfer showed and explained drawings of: 1) Home Side Grandstand seating plans and foundation layout plan, 2) Home Side Press Box preliminary layout plan, and 3) Visitor Side Handicap Platform plan. Mr. Klopfer shared information about the grandstand package technical description and Scope of Work which includes furnishing, delivering, and installing the: 1) Home Side Grandstand, 2) Home Side Press Box, and 3) Visitor Side Handicap Platform. The grandstand package quote amount is \$1,167,200. If the grandstand package is purchased by December 1, 2018, a deduction of \$100,000 will be applied against the \$1,167,200.

Memorial Stadium – Stadium Solutions - Bleachers Comments:

1) Deduction of \$100,000, 2) Thanked Mr. Klopfer for his presentation and attendance at meetings, 3) seating capacity on home side, 4) Life expectancy of press box, and 5) Warranty information.

The board members were queried and a majority of board members were in favor of having the purchase of the grandstand package on the November 27, 2018, board meeting agenda.

Copier Lease Renewal: Ms. Clouser, Chief Financial Officer, provided information on the current lease and the new lease being recommended. 1) Current lease is comprised of seven individual lease agreement and the bulk of the leases end December 23, 2018 and the new lease will be one lease agreement for five years. 2) Current lease \$255,000 annually [1,275,000 over five years] and new lease will be \$130,000 [\$650,000 over five years] which is an annual savings of \$125,000 [625,000 over five years]. 3) Current lease has 106 copiers and new lease has 92 copiers. 4) Current lease requires Boyertown be responsible for paying shipping costs to return equipment and new lease requires the vendor be responsible for removal of all equipment at the end of the lease. The vendor recommendation, based on “Best Value”, is Philips Office Solutions.

Copier Lease Renewal Comments:

1) Control of overage copies, 2) Questions on Phillips Office Solutions, 3) Cost savings, 4) Were other vendors contacted, 5) Length of lease, 6) \$150,000 of current leases that are not expiring

December 23, 2018, will be paid off by Phillips, 7) Service and maintenance, 8) Termination terms if Boyertown wants out before five years, 9) Life expectancy of equipment, and 10) Number of copiers.

The board members were queried and a majority of board members were in favor of having the copier lease with Phillips Office Solutions on the November 27, 2018, board meeting agenda.

Technology Reserve Fund: Ms. Clouser explained the current status of the Technology Reserve Fund. A recommendation is being made to: 1) Use the current cash balance \$195,000 to purchase the remaining capital items planned, 2) Set up a payment plan for internal loans beginning with 2019-2020 school year, and 3) Add an annual amount to transfer from General Fund Budget to the Technology Reserve Fund.

Technology Reserve Fund Comments:

1) Questions on several capital items, 2) Timeframe of internal loans not being paid, 3) Location and cost of offsite backup system, 4) Interest due on internal loans, and 5) Further explanation and clarification of the three recommendations.

The board members were queried and a majority of board members were in favor of having above three recommendations on the November 27, 2018, board meeting agenda.

Tax Collectors – Internet Reimbursement: Ms. Clouser shared past practice on the internet reimbursement to tax collectors and the expectation of the tax collectors to receive this reimbursement. The reimbursement was paid for the 2018-2019 school year. For the future, Ms. Clouser is looking for guidance on whether the tax collectors should receive an internet reimbursement of \$50 per month per tax collector since it was not included in the tax collector compensation package for July 2018 through June 2021 approved by the Board on February 14, 2017. As part of the compensation package the tax collectors do receive a \$500 annual stipend for incidental expenses.

Tax Collectors – Internet Reimbursement Comments:

1) Various comments In favor of tax collectors receiving the reimbursement, 2) Various comments not in favor of tax collectors receiving the reimbursement, 3) Give notice to tax collectors that no internet reimbursement is going to be done after 2018-2019 school year based on current compensation package, 4) Use requirements of \$500 annual stipend, and 5) Do tax collectors get internet reimbursement from the municipalities and/or county.

Ms. Clouser was given direction to put the internet reimbursement in as part of the budget process at this time for further discussion after additional information can be gathered from the municipalities/county and to determine if there is an actual contract with the tax collectors to receive the internet reimbursement.

Transportation Request For Proposal: Ms. Clouser provided information on the transportation contract. 1) Transportation contract expires June 30, 2019, 2) Have not competitively bid the transportation contract since the term commencing July 1, 2006, 3) Competitive bid not required, it is a best practice and not a reflection of dissatisfaction with service of the current provider, 4) PA Auditor General is asking the General Assembly to require all schools district to seek competitive bids for student transportation, 5) Consensus with other Business Managers is that the Auditor General could give school districts a finding if a request for proposal is not done, and 6) Annual costs over past five years for current contract: 2013-2014 through 2017-2018.

Transportation Request for Proposal Comments:

1) Competitive bidding, 2) Comments on Quigley Bus Service, 3) Fiscally responsible to do a request for proposal, 4) Potential to save dollars, 5) Considerations when awarding a request for proposal, 6) Local company/drivers versus outside company/drivers, 7) Income paid to school district from Quigley for use of bus lot, and 8) Is there any line item that does not have a request for proposal done that is 5% of school district budget.

The board members were queried and a majority of board members were in favor of authorizing administration to issue a request for proposal for student transportation services.

Information Technology: Mr. Robert Iannelli, Director of Information Technology, did a presentation to highlight specific areas of Information Technology for improvement: 1) Improving Customer Service, 2) Network and Server Infrastructure, and 3) Computer Replacements. Mr. Iannelli spoke on the strengths, weaknesses, opportunities, and threats for each area.

Information Technology Comments:

1) Expenditures of VM environment and UPS impact, 2) Student computer "bring your own device" option, 3) Insurance coverage fee, 4) Computer damage reimbursement, 5) 1:1 Computer Initiative, 6) Phoenixville School District accepts donations from community to help cover student fees – can Boyertown consider doing for computer fees, 7) Type of computers being leased, 8) Information Technology technicians, 9) Long-term Strategic Technology Plan, and 10) Telephone system.

The informational agenda items Fiscal Highlights, Budget Process, and Business Office will be presented at a future meeting.

No Public Comment

Committee Comment

Ms. Dierolf would like to have the public comment period at the beginning of committee meetings.

Adjournment

There being no other business for consideration the meeting was adjourned at 10:27 PM moved by Mr. Foose, second by Mr. Breece.