

BOYERTOWN AREA SCHOOL DISTRICT

Boyertown, Pennsylvania

www.boyertownasd.org

Finance Committee Meeting

March 15, 2016

Meeting Minutes

Mr. Landino, Finance Committee Chair, called the meeting to order at 6:00 pm in the Education Center Board Room.

Members attending: Mr. Breece, Mr. Caso, Mrs. Dennin, Mr. Elsier, Mr. Landino, Mr. Lewis, Ms. Neiman, Mrs. Usavage

Administration: Dr. Faidley, Mr. Scoboria, Mr. Szablowski

Members of the Public: 2

Everyone recited the Pledge of Allegiance to the Flag and observed a moment of silence

No Public comment.

The minutes from the committee meeting of March 1, 2016 were moved and seconded. The minutes were adopted unanimously.

Mr. Szablowski explained that per the School Board vote on Tuesday, March 8, 2016, the Statement of Financial Interest forms for all administrators for the last five years were supplied at each Board Members seat. Mr. Lewis commented on the information and asked what the cost was to produce the information. Mr. Szablowski responded by stating that based on the paper, printing and time spent copying the materials, the amount expensed was well over \$1,000.

Mr. Szablowski gave a brief update on his Pennsylvania School Business Officials Association (PASBO) conference attended last week and the overall frustration that all school districts are feeling over the Commonwealth Budget impasse. Mr. Szablowski shared stories from school districts that are having a difficulty in paying bills and payroll without borrowing funds to keep their districts operating.

The Curriculum budget was presented by Dr. Melissa Woodard who highlighted several instructional, support and assessment initiatives included in the 2016-2017 budget. A copy of the presentation is included with these minutes. Dr. Woodard addressed several questions from

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the committee. No action is required as the items discussed will be included in the 2016-2017 budget.

An update on the State of the District's technology was presented by Mr. Scott major. Included in his update were several initiatives to be included in the Information Technology Budget. A copy of the presentation is included with these minutes. Mr. Major discussed the next step for the BASH one-to-one computer initiative. This year all incoming 10th grade students received a laptop that will be used over the next three years they are attending the high school. In 2016-2017 the next class of 10th graders will be receiving their laptops. Mr. Major proceeded to explain that in 2017-2018, when the high school will receive both incoming 9th and 10th grade students, the plan is to issue both grades of student their laptops. The 9th grade students will use their laptops for 4 years. Each year after 17-18, incoming 9th graders will receive new laptops as the laptops from the graduating students are returned to the company for replacement. Mr. Major discussed his budget proposal to add additional days to three of his staff members that currently do not work over the summer. Mr. Major justified the request by detailing the level of work expected from his staff over the summer in preparation for students returning in August. Mr. Major addressed several questions from the committee. There was a discussion about the District students' access to the internet.

The policy and procedure for the use of procurement cards was discussed with the committee. There was concern about abuse of the cards expressed at the last Board meeting and information was requested regarding the District's users and procedures. Mr. Szablowski provided a list of card holders which include all administrators, supervisors, and maintenance personnel and head custodians. A total of 48 employees have cards. Mr. Szablowski explained that the cards program was implemented to create efficiency in processing smaller transactions by processing one credit card bill in place of possibly 100 individual transaction and that there is a rebate for using the cards that produces an alternate revenue stream for the District. The committee reviewed 12 months of charges that was provided to the committee. In addressing issues about possible abuse, Mr. Szablowski detailed the District's use of single purchase limits, daily limits and monthly limits specific for each card holder. Mr. Szablowski continued by stating that the District can control where purchases may be made by limiting the Merchant Category Classification (MCC) Codes. Mr. Szablowski gave an example that the card would not work at a jewelry store because the MCC code was not authorized and the card would be denied if presented.

Mr. Caso commented on the upcoming Policy Review Committee meeting.

Mr. Breece thanked Dr. Woodard and Mr. Major for their presentations.

Mrs. Usavage discussed using an Amazon account that may provide additional revenue for activity through the special Amazon account.

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Public Comment Period #2

Mrs. Dierolf commented on the postage cost for the District's Census forms. She believes there is a postage meter on the form that is then posted when mailed to the Boyertown residents. Mr. Landino addressed the postage issue by stating if there is a bulk rate permit inside another posted envelope, the District is not charged for the bulk permit if it is inside the envelope.

Mr. Landino announced the following future meetings:

March 15, 2016	Facilities Committee Meeting	Ed Center - Board Room 7:00 p.m.
March 22, 2016	Parent Comm. Intergov. Committee	Ed Center - Board Room 6:00 p.m.
March 22, 2016	Policy Review Committee Meeting	Ed Center - Board Room 7:00 p.m.

Mr. Landino adjourned the meeting at 8:14 p.m.

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