

BOYERTOWN AREA SCHOOL DISTRICT
Boyertown, Pennsylvania
www.boyertownasd.org

Finance Committee Meeting
November 24, 2015
Meeting Minutes

Mrs. Hartford, Finance Committee Chair, called the meeting to order at 6:00 pm in the Education Center Conference Room A.

Members attending: Mr. Caso (6:07), Dr. Christman (6:09), Mrs. Dennin, Mr. Elsier, Mrs. Hartford, Mr. Landino, Ms. Neiman, Mr. Stengle, Mrs. Usavage

Administration: Mr. Scoboria, Mr. Szablowski

Members of the Public: 5

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 September 29, 2015 were moved and seconded. The minutes were adopted unanimously.

Mrs. Hartford reviewed the agenda items and introduced Mr. Szablowski. Mr. Szablowski stated that this meeting was the beginning of the 2016-2017 budget process. Mr. Szablowski reviewed the 2016-2017 Budget calendar, detailing important dates to the committee. The 2016-2017 Budget Calendar is included with these minutes. Because the District opted to keep any tax increase at or below the Act 1 index the District will not be required to adopt a preliminary budget in January. The final proposed budget is scheduled for May 2016 and the final budget is proposed to be adopted in June 2016. Building and departmental budget meetings are scheduled for January. The Governor is scheduled to present his 2016-2017 budget proposal in February. February will be used to build and review the preliminary budget and administrative budget recommendations. March 1 will be the initial 2016-2017 budget presentation. There will be several budget meetings scheduled from March through May. There was a brief update on the status of 2015-2016 budget considering the State has yet to adopt a 15-16 budget. The District General Fund has enough liquidity to support operations through the end of February.

Mr. Szablowski reviewed the 2016-2017 revenue projections and provided several previous years of actual revenues for comparison. A copy of the revenue projections document are included with these meeting minutes. The local tax revenues were reviewed. Assuming no tax increase, local real estate tax revenue is projected to increase due to increased assessment in the three townships in Montgomery County. Earned Income Tax (EIT) was discussed. 14-15 EIT revenue increased significantly compared to previous years. The projected 16-17 EIT has also

been increased significantly based on the previous year's results. This will continued to be monitored. There was discussion about the collection of delinquent real estate taxes and the delinquent collection process used to collect these taxes. Real Estate Transfer tax revenue was discussed and there are increases projected for next year. Delinquent tax revenue was reviewed. Other local revenues were then reviewed. State revenue was reviewed with the State Basic Education Subsidy remaining status quo. The only projected increases in the 16-17 State revenue are the Social Security and Retirement Subsidy, which is a function of reimbursement of expenditures. Overall projections reflect a \$1 million increase in revenue assuming no local tax increases.

Mr. Szablowski discussed an alternative revenue source that was approved several years ago. The District wanted to derive income from advertising and sponsorships throughout the District and on the website. A contract with School Media Marketing (SMM) was approved by the Board and the company was to contact local companies and solicit advertisement and sponsorship opportunities to generate income for the District. The contract with SMM has ended. The District does currently have advertisers on the BASD website that have paid for the current advertisement. The administrative recommendation is to not renew the contract with SMM but allow the current advertisers to continue for the term of their agreement and compensate SMM for the existing clients but there will be no new advertisers through SMM. There was discussion about the current advertising at both Bear and Memorial Stadium. All revenues from these facilities are retained by the Boyertown Legion Baseball and the Memorial Stadium Committee respectively. There was discussion about utilizing the firm currently producing the District's quarterly newsletter to solicit sponsorships, namely the sponsorship of the *Bear Essentials* Newsletter. The initial proposal would be up to 2 sponsors per issue at a projected revenue of \$500 per issue.

Mrs. Harford shared with the committee members a document detailing some basic information regarding the understanding of school finances. She explained that this document was shared two years ago when new Board members were elected. This being the last Finance Committee she would be chairing, she wanted the document updated and distributed to all Board members. Mrs. Hartford thanked the Board members and administration for the fine work done by the Finance Committee to streamline processes and increase efficiencies that have contributed to keeping the tax rate low.

Mr. Szablowski thanked Mrs. Hartford for her support and dedication as the chair of the Finance Committee.

Mrs. Usavage and Mr. Elsier thanked Mrs. Hartford for her years of service.

Public Comment Period #2

Ruth Dierolf questioned the costs paid the respective County Tax Claims Bureau for their delinquent tax collection. She doesn't understand compensating SMM is the contract expired.

Linda Curry asked about paying the advertising firm for the current advertisers.

Mrs. Hartford announced the following meetings:

November 24, 2015	Board of Directors	Ed Center – Board Room	7:00 p.m.
December 1, 2015	Curriculum Committee	Ed Center – Conf. Room A	6:00 p.m.
December 1, 2015	Board of Directors (Reorganization)	Ed Center – Board Room	7:00 p.m.
December 8, 2015	Personnel Committee	Jr. High West – Library	6:00 p.m.
December 8, 2015	Board of Directors	Jr. High West – Cafeteria	7:00 p.m.
December 15, 2015	Enroll. Review Comm.	Ed Center - Board Room	6:00 p.m.

The meeting was adjourned at 6:55 p.m.