

CENTRAL BUCKS SCHOOL DISTRICT

Finance Committee Meeting
June 20, 2018

Committee Members

Mrs. Beth Darcy, Chairperson
Mrs. Jodi Schwartz, Member
Mrs. Karen Smith, Member

Mrs. Tracy Suits, Member
Mr. Dave Matyas, Business Administrator
Mrs. Susan Vincent, Director of Finance

Others in Attendance

Mr. Glenn Schloeffel, Board President
Mrs. Sharon Colopy, Board Member
Dr. Scott Davidheiser, Asst. Superintendent

Mr. Robert Kleimenhagen, Jr., CFM, SFP
Director of Facilities & Energy Management Operations
Ms. Danielle Turner, Director of Athletics

The meeting was called to order by Mrs. Darcy at 6 p.m.

PUBLIC COMMENT

There was no public comment.

REVIEW OF MEETING NOTES

The May 16, 2018 Finance Committee Meeting minutes were reviewed and approved without changes.

INFORMATION/DISCUSSION/ACTION ITEMS

Review of Finance Information Items: Mrs. Vincent reviewed financial information including bank balances, disbursements including debt service payments of \$12,785,071.88, and a summary of district funds including the Capital Fund, Debt Service Fund, General Fund and Food Service Fund. She presented information regarding Payroll, FICA, Medicare and Retirement projections as well as details in the Fringe Benefits Report.

Varsity News Network Website for Athletics Contract: Ms. Danielle Turner asked to table this agenda item until August, so she can present more updated information to the committee.

Arbiter Pay for Athletic Officials Contract: Ms. Turner noted that the district currently utilizes ArbiterSports to schedule officials for athletic events. She presented a proposal for the district to contract with another division of that company, ArbiterPay, to more efficiently automate payments to athletic officials. ArbiterPay would require less staff time for processing payment, would autogenerate 1099 documents, and would tighten up accounting procedures. Ms. Turner reviewed current procedures which involve a complicated signature process to generate payment to officials. The use of ArbiterPay would simplify the process and maintain better internal accounting control. Quality control processes and fee structures were reviewed. The Committee agrees to move the contract award to the full board agenda for approval.

Impact Employee Benefits Solutions Contract: Mr. Matyas presented information on a proposal to contract with a consultant to assist with the analysis, design and financial review of moving to self-funded health care benefits for district employees. Impact Employee Benefit Solutions has already assisted the district in procuring Stop Loss insurance for July 1. Mr. Matyas reviewed the project scope of the one-year contract. The Committee agrees to move the contract award to the full board agenda for approval.

School Bus Bid Results: Mr. Matyas presented bus purchase recommendations to the Committee. He summarized the reasons for replacement of 9 buses currently in the fleet and the purchase of new buses

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to meet varying needs within the district. Those needs include an increasing call for smaller buses for private school transport and special needs students, and a more efficient use of buses for athletic team travel. There is also a recommendation that three gasoline-engine buses be purchased to determine the viability of moving in the direction of the less expensive gasoline-engine bus. Replacement of those 15 buses would cost \$1,262,828 and the funding would come from Transportation capital. The Committee agrees to move the bus purchase recommendations to the full board agenda for approval.

Financial and HR Software RFP Update: Mr. Matyas provided details of the RFP for the new Financial and HR Software program. Four of the ten companies contacted have responded with proposals, and one has requested additional time to respond to the RFP. Five others have opted not to participate in the process citing a variety of reasons. The proposals will be further evaluated, and more information will be presented to the Committee at a future date.

Kronos Software Contract – For Time Clock and Employee Attendance Only: Mrs. Vincent presented a proposal to update the current time and attendance system (Kronos). The updated platform called Kronos K-12 Workforce Solution will save the district money and will offer an updated operating system that is more user friendly and provides more flexibility to both staff and management. The system is cloud based and will be much easier for our IT staff to manage and maintain as it will eliminate the need for a Java-based program. The cost of the three or five-year contract for the new system will be about \$90,500, which is \$46,000 per year less than the current cost of \$136,000. A one-time set-up and training fee of \$24,000 would reduce the savings in the first year to about \$22,000. Initial set-up of the program could be ready in September, with staff training to commence at that time before implementation. Dual systems (old and new) would be run together to facilitate ease of staff use. The Committee agrees to move the contract award forward to the full board agenda for approval pending review by District Solicitor Garton.

Update on Business Office Staffing: Mr. Matyas provided the Committee with a review of staffing changes in the Business department, including two new payroll clerks (replacing retiring staff) and a staff accountant to replace Brett Haskin who has taken a job in Bensalem school district. Interviews are in progress for the Director of Finance position. A job posting has been advertised to replace retiring Transportation Director Jim Czyn, and training is in progress for two router positions in Transportation.

CB West Athletic Field Complex Renovation – Change Order (Fencing): Mr. Kleimenhagen presented details on a change order for installing a 10' high fence around the turf fields at CB West rather than the 4' high fence in the original scope of work. Safety and security concerns prompted the change in fence height. The \$109,665.60 cost of the proposed change order still brings the total project in under the original estimate. The Committee agrees to move the change order to the full board agenda for approval.

Lenape Middle School Paving Project – Change Order (Lenape Lane): Mr. Kleimenhagen presented details on a change order for additional paving work at Lenape Middle School. The District is responsible for maintenance of Lenape Lane. The \$97,134.28 cost of the proposed change order still brings the total project in under the original cost estimate. The Committee agrees to move the change order to the full board agenda for approval.

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Update on the Holicong Project: The FEMO Department has been working with Reynolds Consulting Engineers completing testing and analysis of the emergency power system and the grounding and electrical system. Reynolds has provided weekly updates of their findings, there have been 23 specific items of concern identified regarding the emergency power system. Six of those items have already been corrected, and a number of those corrections negated original issues first identified. One of the items that need correction for the emergency power system will require an outside contractor. There have been 18 items of concern identified regarding the grounding and electrical system. Eleven of those items will require an outside contractor to correct. The final report identifying all areas of concern at Holicong will be submitted by Reynolds on June 26, and details will be presented at the Operations Committee meeting on June 27. As of today, Reynolds Consulting feels that all issues can be corrected this summer in time to open Holicong for the new school year. Post inspections, Reynolds Consulting will provide the district with written confirmation that the building is safe for occupancy. Bids for the work that requires contractor completion will be submitted by the end of next week, with an emergency board meeting scheduled for July 2 to award work. The goal is to have work completed by August 17.

Additional Information: Mrs. Vincent supplied previously requested additional information for the 1100 Function Supply Budget and Expense Detail for 2017-2018. The Committee requested additional details on any significant differences in budgeted amounts vs. actual expenditures, Mrs. Vincent will supply those details to the Assistant Superintendents for review. Mrs. Vincent also reviewed the G/L Analysis for Athletic Supply Purchases.

ADJOURNMENT:

The meeting was adjourned at 7:39 p.m.

NEXT MEETING:

The next meeting of the Finance Committee will be August 15, 2018.