

need to be used in order to balance the budget.

Action Item – General Fund Budget for 2016-2017: Based upon the information presented by Mr. Franklin and the general parameters for the budget that were presented, the committee recommended that the final budget for 2016-2017 be placed on the Board agenda for approval with Mr. Franklin continuing to make changes to the budget as more information becomes available through next week.

Action Item – Tax Levy: Mr. Franklin reviewed the resolution to approve tax rates for the 2016-2017 school year, noting that there are no increases in rates. The committee recommended that the resolution be moved to the Board agenda for approval.

Action Item – Real Estate Tax Installment Payment Plan Resolution: Mr. Franklin reviewed the changes needed to the District's tax installment payment plan based upon the change in due dates. The committee recommended that the resolution be moved to the Board agenda for approval.

Action Item – Homestead/Farmstead Exclusion: Mr. Franklin said that the resolution for the homestead/farmstead exclusions has not been finalized because information has not been received from Dauphin County. *A preliminary calculation of the homestead/farmstead exclusion amounts for 2016-2017 indicates that the exclusion amount will be slightly less than the amount in the prior year. The assessed value exclusion is estimated to be \$9,400, which results in a real estate tax reduction of \$208.21. The final calculation will be performed prior to the Board meeting and included in the resolution to be approved.* The committee recommended that the resolution (when finalized) be moved to the Board agenda for approval.

Agreements

Information Item – Kunkel Network Connection: Mr. Brougher updated the committee on the monthly cost for the network connection to Kunkel Elementary School. Mr. Brougher said that the cost is \$2,262, which is less than the \$3,299.87 maximum cost in the April 2016 School Board motion. Mr. Brougher noted that there will be a change in provider from Comcast to xtel and the term is for three years.

Possible Action Item – Renewal Agreements: Mr. Brougher reviewed the renewal agreements with Capital Area Intermediate Unit for PowerSchool at a cost of \$21,802.44 and Canvas at a cost of \$8,320. Mr. Franklin reviewed the renewal of agreements with Tim Starliper and John Wilsbach to provide engineering services and general manager services, respectively, for WMSS at the same rates. The committee recommended that the agreements be moved to the Board agenda for approval.

Possible Action Item – Point of Sale (Food Service) Software: Mr. Franklin reviewed the proposed change in point of sale software for the food service program. Mr. Franklin explained that the District began using Primero Edge during 2015-2016 for direct certification and free/reduced meal application processing as this is the system that is being required by PDE. Mr. Franklin said that this portion

of the software is provided free by PDE. Mr. Franklin said that the District continued to use WebSmartt as the point of sale system during 2015-2016. Mr. Franklin said that three software systems needed to communicate (Primer Edge, WebSmartt and PowerSchool) during 2015-2016 and there were instances when the communication need was inconvenient because it was not “real-time”. Mr. Franklin said that the District thought it may be better to reduce the number of software systems that need to communicate, and obtained cost information to use Primer Edge as its point of sale system as well. Mr. Franklin said that federal program requirements required that cost estimates be obtained for three systems. Mr. Franklin said that Primer Edge requires a slight annual cost increase (less than \$1,000) over WebSmartt, but that the District believes that there are sufficient benefits obtained to warrant the increase in cost. Mr. Franklin said that there is also a one-time fee of \$1,080 for online training. Mr. Franklin said that all costs would be covered by the Food Service Fund. The committee recommended that the software change be moved to the Board agenda for approval.

Approvals

Discussion Item / Possible Action Item – Repository Bid: Mr. Franklin reviewed communication from Dauphin County regarding a repository bid for parcel 36-007-018-062-0242. Mr. Franklin said that the current assessed value of the property is \$6,400 and District taxes would be zero if the property qualifies for the homestead exclusion. Mr. Franklin said that delinquent taxes on the property are \$1,382.20 and only \$311.88 relates to the District. The committee recommended that the repository bid be moved to the Board agenda for approval.

Discussion Item – Use of Technology Equipment Sales Proceeds: Mr. Brougher noted that the Board approved the sale of the technology equipment in the prior month. Mr. Brougher noted that the capital reserve fund cannot be used for items that are instructional in nature. Mr. Brougher reviewed a proposal to establish a technology fund that would allow proceeds to be set aside from the sale of technology equipment in order to fund future technology upgrades. Mr. Brougher noted that one such project would be to improve the projection capability in elementary classrooms. The committee supported the recommendation of Mr. Brougher.

Action Item – Fund Balance Commitments: Mr. Franklin recommended that five categories be set aside for possible fund balance commitments after the 2015-2016 audit is completed – retirement rate stabilization, health insurance cost stabilization, variable debt interest rate stabilization, health insurance terminal liability, and technology equipment replacement. Mr. Franklin said that amounts can be determined after the audit is completed, but GASB Statement 54 requires that the categories be established before year end. The committee recommended that the categories for fund balance commitments be moved to the Board agenda for approval.

Action Item – Budget Transfers: Mr. Franklin said that a motion has annually been approved to allow for the transfer of under-expended line items to over-expended line items without a change in the overall expenditure budget. Mr. Franklin said that this action complies with Section 687 of the Public School Code. The committee recommended that the allowance for budget transfers be moved to

the Board agenda for approval.

Action Item – Business Operations: Mr. Franklin said that the School Board has annually approved a motion to allow the Administration to conduct business during July with ratification of those actions occurring in August since there is no July School Board meeting. The committee recommended that the proposal for continued operations be moved to the Board agenda for approval.

Policies

Action Item – Policy Additions/Revisions: Mr. Franklin said that the revision of Policy 808 (Food Services) and the addition of Policy 626 (Federal Fiscal Compliance), Policy 626.1 (Travel Reimbursement – Federal Programs), and Policy 827 (Conflicts of Interest) were made available for first reading last month. Mr. Franklin said that the solicitor distributed a memo with recommended changes to Policy 827. Mr. Franklin reviewed the proposed changes made by the solicitor, noting that there were some definitions added, clarification added about the type of disclosure required when Board action occurs, and information added about prohibitions from District employees and Board members accepting items from vendors. Mr. Franklin said that the solicitor also provided another option for a more detailed conflict of interest policy. Mr. Franklin noted that there is a need to adopt a conflict of interest policy prior to June 30 and that perhaps the best course of action is to adopt the policy amended by Kegel, Kelin, Almy & Lord and then determine if that policy should be revised to incorporate language proposed in the more detailed version. The committee recommended that the policies attached to the Finance Committee agenda be moved to the Board agenda for approval.

Action Item – Attachments for Policy 626 and Administrative Regulations for Policy 808: Mr. Franklin reviewed the attachments to the Federal Fiscal Compliance Policy 626 and the administrative regulations to the Food Services Policy 808. The committee recommended that these attachments and administrative regulations be moved to the Board agenda for approval.

Information Item – Disposal of Unused Equipment: Mr. Franklin reviewed the listing of unused music equipment that has been sold to Esch Music.

Insurance

Possible Action Item – Insurance Carrier: Mr. Franklin reviewed the insurance contracts for the 2016-2017 school year. Mr. Franklin said that all of the insurances are with the incumbent carrier, except that there is an option to change carriers for the Boiler & Machinery policy. Mr. Franklin said that the option for the Boiler & Machinery policy provides a premium reduction of \$482. Mr. Franklin said that he questioned whether the coverage was the same between the two policies and was told that it was. The committee recommended that the policies be moved to the Board agenda for approval. *Mr. Franklin met with the District's insurance broker the day after the committee meeting and learned that although the deductible and coverage limits were the same for the two Boiler & Machinery insurance policies, the incumbent carrier (Hartford Steam Boiler) includes identity restoration coverage up to \$50,000 that is not included in the alternate proposal. Mr. Franklin was told that the value of the coverage is approximately \$370, which reduces the premium difference to approximately \$100. Since the District has not purchased a separate identity restoration policy (at*

a premium cost of \$10,000 - \$12,000), Mr. Franklin has altered his recommendation for the Boiler & Machinery policy and believes that the incumbent carrier be used for this coverage as well.

- Appointments **Action Item – Depositories:** Mr. Franklin reviewed the requirement of Policy 609 to annually appoint an investment officer. The committee recommended that Mr. Franklin continue to serve as the Investment Officer for the District for the 2016-2017 school year and that this appointment be moved to the Board agenda for approval.
- Communications **Information Item – Food Service Administrative Review:** Mr. Franklin reviewed the results of the District’s Administrative Review. Mr. Franklin said that the review resulted in three findings – two related to offer vs. serve requirements (staff knowledge of meal components and appropriate signage) and one related to food safety (maintain temperature logs for the milk cooler). Mr. Franklin said that all three of the findings were immediately addressed by the food service management company (Nutrition). Mr. Franklin said that the reviewer also offered some technical assistance comments regarding the future revision of the school wellness policy, maintenance of an advisory committee for menu planning, non-program expense calculation, and information dissemination for the fresh fruit and vegetable program. Mr. Franklin also noted that Amy Dintiman received commendation for her organization and responsiveness. Mr. Franklin noted that operating the food service program has become a much more involved job and he believes the decision to hire a full-time person (paid by the Food Service Fund) to manage the operations will be very beneficial. Mr. Corradi commented on information he saw about a farm to table program in a neighboring school district. Mr. Corradi said that he would provide that information and perhaps the District could look into doing something like that.
- Executive Session The committee recessed into Executive Session to discuss labor negotiations and personnel matters at 9:25 p.m. The committee returned from Executive Session at 11:16 p.m.
- Adjournment The meeting adjourned at 11:16 p.m.