

Lehigh Area School District
Lehigh, Pennsylvania
Finance Committee Meeting
Monday January 14, 2019 at 6:00 PM

Finance Committee Minutes

Present

- ☐ Andrew Yenser
- ☒ Richard Beltz
- ☒ Rita Spinelli
- ☒ Brian D. Feick
- ☒ Tina Champ
- ☐ Jonathan Cleaver
- ☒ Meghan Christman- Recording Secretary

George's Transportation Daily Run Bill for Approval

- All attending committee members agreed to pay the December 2018 transportation bill

RFP Interview Discussion

- Put out 3 RFPs
 - Brokerage Health Insurance (Current: ETA- Joe Pilla)
 - Stop Loss (Current: Tim Sears)
 - Liability & Workers Compensation (Current: Macolino Risk Management)
- Review of applicants
 - 4 applicants applied for all 3 RFPs, 3 applicants applied for 2 out of the 3 RFPs and 4 applicants applied for 1 out of the 3 RFPs
 - All applicants came in at approximately the same commission rates
- 20 minute interviews, 5 minutes for questions and 5-minute break between presentations
- RFP Interview Dates- 3 dates needed, would like to advertise 4 in case of snow
 - 1/30, 1/31, 2/6 & 2/7 at 6:00 p.m.
 - Need to advertise these interviews as public meetings
 - Will invite the rest of the board members
- The district is happy with the current brokers, however, it has been 5+ years since this process has been done
- Bigger companies sometimes have a higher level of expertise
- Smaller companies sometimes have quicker communication
- Next year the district will be putting out an RFP for auditors

Tricia's Dance Extreme Delinquent Bill Discussion

- Rented out the High School to Tricia's Dance Extreme in June
 - The bill has not been paid
 - Tried to send certified, the envelope was never signed for and it was returned
- Mr. Feick would like to look at a collections agency
 - Mr. Beltz questioned if someone could try to make contact by going to the address and questioned how much collections agencies would cost
 - Mr. Feick explained the fees would be paid by the other party but would look into it first and have someone go to the address
- Mr. Feick would like to recommend the policy committee look at changing the policy to prevent this from happening in the future

BHA Contract Amendment

- The district entered in a contract to provide food service to BHA
- A district employee entering the free and reduced applications
 - The district is being reimbursed by the state
 - BHA is saving a lot of money by going through us
 - The district employee has been spending 4-5 hours a week processing the applications
 - When discussed with the union, the union suggested putting out an MOU for a stipend
 - The employee would need to have the correct training to be able to do the job
 - BHA agreed to pay the stipend cost plus benefits
 - The stipend amount was calculated by taking 10% of the average 10-month secretary salary
 - Mr. Feick asked that the committee recommend to the board for the contract amendment and the approval of the MOU

Budget Discussion on Meeting Dates

- Mr. Feick is not projecting a tax increase for the 2019-2020 school year
 - Using \$323,492 of the fund balance (less than previously projected)
 - Mr. Feick explained after discussing things with PASBO, he believes that the district is going to receive a 3% increase in state funding
 - Mr. Feick also explained that he thinks that another \$150,000-\$200,000 will be taken off the projections due to the steady excess in fund balance for CCTI
 - Mr. Feick plans on asking for a decrease in allotment this year
 - CCTI Fund balance is 85% of expenditures
 - Mr. Feick stated that there has been talk that vo-tech schools will be receiving 10-15% in state funding
 - After the Insurance RFP Interviews are finished, Mr. Feick would like to start budget meetings
 - 5 teachers will be retiring after this school year; almost \$200,000 in savings projected
 - Support union retirement letters aren't due yet
- Discussion on the sale of Franklin and Shull David
 - \$3,000 propane bill at Franklin
 - Multiple interests in Franklin but no offers
 - Franklin needs a new roof, removal of asbestos and some boiler maintenance when sold (Estimate \$600,000 for roof and \$200,000 for asbestos removal)
 - Still heating the buildings
- Discussion on punch list of the Elementary Center
- Discussion on electric use

- Use of electric at the middle school has been cut in half
 - LED lights, auto shut off, etc.
- Use of electric at the high school has been cut by approximately 30%

Act 1 Resolution Discussion

- All attending committee members agreed to recommend approval Act 1 Resolution to stay under the index as well as recommending no tax increase

LCCC Budget Discussion

- Packet for review, will discuss at January board meeting

Open Discussion

- Mrs. Spinelli asked for an update on the banking transition
 - Mr. Feick explained that Mrs. Champ was out for a period of time and she will begin working on it now that she has returned
- Mrs. Spinelli asked if the elementary center received final occupancy
 - Mr. Feick explained the final inspection has been done and verbally received confirmation, the paperwork has not been received
- Mr. Feick informed the committee that the Director of Special Services, Mark McIntyre, is working on contingency funds (estimated at \$68,000-\$150,000; budgeted \$100,000)
- Mr. Feick informed the committee that the Elementary Center will be serving the 'Grab & Go' breakfast kiosk on delayed openings (previously no breakfast was offered on delayed openings)
 - 50.02% of the district students are free or reduced

Meeting adjourned 7:13 p.m.

RFP Interview Meeting Dates: Wednesday 1/30, Thursday 1/31, Wednesday 2/6, Thursday 2/7 6:00 p.m.

Next Meeting Date: Monday February 11, 2019 6:00 p.m.
BDF/mmc