



## **FINANCE STANDING COMMITTEE MEETING**

9/23/2019 [4:00PM-5:00PM] @ Board of Directors Room

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- FINANCE STANDING COMMITTEE MEETING -

### **1. Call to Order**

#### **Minutes**

Singer called the meeting to order at 4:00 p.m.

### **2. Roll Call**

#### **Minutes**

Present:

Frentz

Drew

McFarland

Sicher

Singer

Shaw

Barwin

Shaffer

Absent:

King (citizen advisor)

### **3. Approval of Summary Minutes**

#### **Minutes**

Shaw moved approval, Drew seconded. Unanimous approval.

### **4. Unfinished Business**

#### **a. 2019-20 Finance Committee Goals**

##### **Minutes**

2019-20 Goals

- 2020-2021 Budget Development/Board Priorities
- Milton Hershey Trust - Benchmarking
- Food Service - Continued discussion about the ongoing introduction of healthy food options at the High School, along with the financial ramifications (including whether to go back onto the national school lunch program)

Moved for approval by Sicher. Seconded by Drew. Unanimous approval.

## 5. New Business

### a. Student Information System

#### Minutes

Presentation was provided by Sweigart, Landry and Shuey regarding a new student information system. Outmoded technology and inadequate maintenance of the existing system has necessitated the exploration of going to a new system. They propose that over a 2-year period we would transition to a new system. For a time, we would be operating two systems simultaneously to assure a successful transition to operate a singular system for July, 2020-21. Estimated costs could reach up to \$200,000 during the transition and then \$125,000 annually thereafter. The upgrade/rollout of this new system would be financed through the fund balance and then annual costs would be handled through annual budgeted expenditures. No new taxes would be needed in support of this effort.

### b. 2019-2020 Budget Development Timeline

#### Minutes

Frentz presented the 2020 - 21 budget development timeline. The approved index (no exceptions) is 2.6% (\$980,000 in additional revenue). Timeline assumes that we do not seek exceptions. Exceptions can only be sought for substantial increases in special education and retirement expenses. At our Dec. 16th board meeting we need to decide whether to seek exceptions or not, but it is not expected that we would do so. Some decisions will need to be made earlier due to the primary being held in April, 2020 rather than May. After March, 2020 meeting, all subsequent budget discussions will be made by the full board. In May preliminary budget will be adopted for 30 day review and then final budget will be approved in June, 2020.

### c. Monthly Financial Reports

#### Minutes

Regis Barwin reviewed the format/structure of what information will be shared with the committee each month and went over it so that the committee could understand what it will receive.

Committee members should review reports ahead of time and direct special requests to Mike and/or raise questions at monthly committee meetings, but a general review of monthly reports will occur at each meeting going forward. Monthly review will also allow a closer examination of planned vs. actual expenses to identify any items of concern.

### d. Food Service Update

#### Minutes

Did not get to this agenda item.

## 6. Public Comment

#### Minutes

There was no public comment.

## 7. Adjournment

**Minutes**

Sicher motioned adjournment. Seconded by Drew. Unanimous vote to adjourn at 5:04 p.m.