

Finance Committee Meeting

February 10, 2021



COUNCIL ROCK
SCHOOL DISTRICT

Agenda

- Board Agenda Items
 - Approve BCIU Draft Budget Programs & Services-Mr. Harris
 - Approve Tyler Munis Training-Mr. Harris
 - Approve PowerSchool Software Upgrade-Mrs. Taylor
- Discussion Items
 - Bond Sale Update – PFM
 - Keystone Collections Update (EIT)
 - Transportation Update –Contract
 - Food Service update – Consider Bonus



Bucks IU Programs & Services

Finance Committee Meeting

February 10, 2022



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Bucks IU Programs & Services Budget

- Approve the Bucks County Schools Intermediate Unit #22 2022-2023 Programs & Services and Instructional Materials & Research Services Budget
- Total: \$2,262,020
- Cost to CRSD: \$138,923 (down \$251 from 21-22 SY)
- Annual approval; minimal impact to current budget.



Tyler Munis Training

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February 10, 2022



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Tyler Munis Training

- Moving from 2013 version to 2021 version. (several versions newer)
- Servers move from on premises to cloud-based services.
- Enhanced functionality.
- HR and Business Office analysis of usage, processes, and training on new functions. Team member from Tyler will be ON SITE for both departments.
- Cost of opportunity: \$24,000 (budgeted)



PowerSchool Software Request

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February 10, 2022



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Unified Talent Employee Records

February 10, 2022

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Unified Talent - Employee Records

- 2017 CR adopted Unified Talent as our application management system
- We are seeking approval to add a module to this existing program in order to move several manual processes to a streamlined electronic process for new and current staff members
- The module, Employee Records, creates a system of electronic forms and simplifies workflows.

Unified Talent Functionality

- This module will allow us to automate paper based processes like onboarding, off boarding, contract renewals, leave management and more.
- It will give us the capacity to assign and track documents, electronically sign forms, and centrally monitor it all online.
- Create and utilize welcome and orientation videos
- Build and customize electronic forms for seamless, paper-free filing, including FMLA documents, policy forms, leave requests, and more.
- Create electronic workflow for review and approval. Plus, ability to schedule automated reminders to employees.

Current Process

- New employee attends orientation and then has to print each document for completion – 26 total forms
- New employee then delivers paper documents to the HR Office
- Completed new hire paperwork is scanned and uploaded into Tyler Munis
- Each HR rep sends/receives email notification alerting to them to begin their step in the process
- Existing employees complete applications for leave, change of address, additions/changes to dependents via forms created in-house which are then sent to the HR department for processes.
- Tracking and facilitation of work is done entirely using in-house created shared Google drives

Current Process

- Provide new employees to access to a Google site to access new hire paperwork

CRSD New Hire Portal > CREA (Professional Staff) New Employee Info Center

Name	Last modified	File size
Learning Management System/Professional Learning	Jun 23, 2020 Jeannine Ripans	–
Forms to bring to Orientation	Sep 3, 2019 me	–
CREA Benefits	Aug 26, 2019 me	–
CR New Employee Orientation Presentation	Sep 30, 2021 Jeannine Ripans	–
CREA - Dr. Fraser Welcome Letter.pdf	Jul 16, 2021 Jeannine Ripans	331 KB
2021-22 School Calendar Board Approved 4 8 2021.pdf	Jun 4, 2021 Jeannine Ripans	655 KB
2021-2022 Payroll Schedule.pdf	Jun 4, 2021 Jeannine Ripans	11 KB
Executed Employment CREA Extension Agreement_signed.pdf	Oct 19, 2020 Jeannine Ripans	143 KB
New Employee Onboarding Process.pdf	Aug 28, 2019 me	674 KB
CREA Collective Bargaining Agreement.pdf	Aug 26, 2019 me	2.4 MB
My Registrar Instructions for New Hires.pdf	Aug 26, 2019 me	434 KB
FMLA Employee Sheet.pdf	Aug 26, 2019 me	234 KB
PAETEP Registration Instructions.pdf	Aug 26, 2019 me	439 KB

Current System for Tracking

I-9 Form	Social Security Card	W4	W-2 Form Earned Income Tax	Direct Deposit	WC (2 Forms)	Arrest/Conviction	Physical Form	TB Results	Board Policies	403b Sign-Off	OT/Comp Time (CRESPA)	Sick Bank	Teacher Cert. Form	Beneficiary Form	Benefit Enrollment form	Medical Waive out proof	PA Criminal History	Child Abuse	FBI Fingerprints	Teacher Certificate	Official Trans	Praxis (if no certificate)	168 Sexual Misconduct	168 ER Responses	Receipt- Employment Packet	Orientation Date	
x	x	x	x	x	x	x	x	x	x	x	N/A	yes	x	x	x	x	x	x	x	x	x	N/A	x	ditional r	x	8/23/2021	ot
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
x	x	x	x	x	x	x	x	x	x	x	x	yes	N/A	x	x	x	x	x	x	N/A	N/A	N/A	x	d respo	x	8/16/2021	
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
x	x	x	x	x	x	x	x	x	x	x	x	yes	N/A	x	N/A	N/A	x	x	x	N/A	N/A	N/A	x	1 resp	x	9/3/2021	
x	x	x	x	x	x	x	x	x	x	x	N/A	yes	x	x	x	N/A	x	x	x	x	x	N/A	x	x	x	8/20/2021	
x	x	x	x	x	x	x	x	x	x	x	N/A	N/A	N/A	N/A	N/A	N/A	x	x	x	N/A	N/A	N/A	x		x	N/A	
x	x	x	x	x	x	x	x	x	x	x	x	yes	N/A	x	N/A	N/A	x	x	x	N/A	N/A	N/A	x	x	x	9/28/2021	
x	x	x	x	x	x	x	1/13	1/13	x	x	x	yes	N/A	N/A	N/A	N/A	x	x	x	N/A	N/A	N/A	x		x	1/11/2022	
x	x	x	x	x	x	x	x	x	x	x	x	yes	N/A	x	N/A	N/A	x	x	x	N/A	N/A	N/A	x	d not re	x	12/1/2021	
x	x	x	x	x	x	x	x	x	x	x	x	waive	N/A	x	x	N/A	x	x	x	N/A	N/A	N/A	x	d 1 resp	x	9/7/2021	

Benefits of Unified Talent Employee Records

- Brings the hiring process up to current standards
- Ease of process for new hires – digital management and no hard copies/printing/dropping off
- Workflows & E-Forms for various processes including new employee onboarding, existing employee activities such as leaves of absence, retirements, resignations, awarding of contracts, etc.
- Leverage technology to create workflows and streamline what is currently largely manual work processes
- Creates efficiency, elevates the employee experience

Cost for Additional Module

- Existing Unified Talent Program: \$12,295 annually budgeted amount
- Addition of Unified Talent Employee Records:
 - One time implementation cost: \$8,950
 - Ongoing cost of \$25,850
 - Term: 36 Months

Bond Sale Update

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Bond Sale Update

- \$9.4m borrowing (refinance and summer projects)
- \$18.9m borrowing (borrowing for current capital projects)

- PFM to provide updated documents for meeting



Transportation Update

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Transportation Update

- Transportation Contract update-Friday Narrated PPT
- Onboarding Sarah Car Care
- Day in the life of a Dispatcher
- Purchase of additional vans completed-lettering coming soon!



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Food Service Update

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Food Service Update

- Chartwells to do a needs analysis of potential equipment purchase.
- Consideration of Chartwells Employee bonus, paid from Food Service funds
 - Surplus Food Service Funds CANNOT be used to pay General Fund expenses
 - Food Service Funds cannot be used to renovate cafeterias
 - Food Service Funds can be used to purchase equipment and hire staff
 - Food Service Funds can be used to pay for increases in salary or benefits of existing Food Service Staff (bonuses)



Current Staffing Conditions

1. 17 full and part time positions are open.
2. Increased starting wages in August from \$9.50 to \$12/hr.
3. Currently losing staff-approximately 2 per month to higher paying jobs.
4. Current staffing is causing stress on staff and services.
5. SSO program (free lunches), along with students return to classroom has caused for 30% increase in participation in ES/MS. HS sales are at prior levels, but staffing is low.
6. Need to keep current staff while we continue to source new staff.
7. Increase wages vs. Monthly Incentives during SSO feeding.
8. Monthly Incentives are there when additional revenues are available through SSO. Cannot reduce wages when SSO ends.



Current Financial Condiditons

Council Rock Forecast		
	July-Dec YTD	Year End Projection
Sales	\$ 2,137,694	\$ 5,295,244
Product Cost	\$ 760,254	\$ 2,002,484
Labor Cost	\$ 714,731	\$ 1,943,431
Variables	\$ 67,588	\$ 146,238
Fees	\$ 101,661	\$ 254,151
Profit (Loss)	\$ 493460	\$ 948,940



Incentive Proposal to Improve Morale and Retention

1. \$500 Bonus for Full time/\$300 Bonus for Part time in February
2. \$150 Monthly Bonus (Full time) and \$100 (Part time) each month during SSO.
3. December's Impact-Approx. \$22,500
4. Additional month's impact-Approx.-\$7250
5. Currently running \$about \$7,000 \$8000/month short in labor.



Keystone Collection Update

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Keystone Collection Update

EIT COLLECTION ESTIMATE

REMAINDER to be collected: FISCAL YEAR 2021-2022	\$11,000,000.00
Projection for FISCAL YEAR 2022-2023	\$20,500,000.00

LST COLLECTION ESTIMATE

REMAINDER to be collected: FISCAL YEAR 2021-2022	\$67,500.00
Projection for FISCAL YEAR 2022-2023	\$140,000.00

- **Disclaimer:** Estimates are based on current-year and prior-year collection data of the tax officer. These estimates are subject to modification based on up economic changes, accuracy of employer supplied data, and demographic factors that could impact income and tax levels, and accordingly affect any estim no estimate is a guarantee of future collections, and may not be relied upon for that purpose.
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