

COLONIAL SCHOOL DISTRICT
PLYMOUTH MEETING PA
Meeting Minutes
February 1, 2012

Finance and Audit Committee Chairperson, Kathleen Oxberry, called the meeting to order at 6:00 p.m. on Wednesday February 1, 2012 in the Superintendent's Conference Room located in the Colonial Elementary School at 230 Flouertown Road, Plymouth Meeting PA.

Finance Committee Members Present: Kathleen Oxberry, Mel Brodsky

Other Board Members Present: Alan Tabachnick, Bernie Brady, Beth Suchsland, Christina Frangiosa, Julie Knudsen, and Leslie Finegold

Others Present: Dr. Mary Ellen Gorodetzer, Superintendent, Robert Salanik Financial Consultant, Richard Hartz Director of Human Resources, and Terry Yemm Director of Operations.

Public Present: None

Executive Session:

The board met in executive session to discuss two proposed real estate assessment settlements. The committee discussed both issues and provided direction to the district solicitor's office for settling these matters.

Regular Meeting:

Mrs. Oxberry asked for any public comments on the agenda, there were none. She then asked Mr. Salanik to proceed with the items on the agenda.

Dr. Gorodetzer provided background information on the district review of the Food Service operation. Mr. Yemm provided the board with some of the changes made to the program and operation during the year. He indicated that revenues were enhanced and expenditures curtailed. It is the department goal to eliminate the need for the annual contribution the school board makes in the amount of approximately \$ 250,000. Mr. Hartz also discussed some of the staffing efficiencies that have occurred this year. The committee discussed their desire for the administration to continue to look at all options to eliminate the deficit of the current Food Service operation.

Mr. Yemm reviewed with the committee the terms of the current Lifetouch agreement. Lifetouch provides school pictures which are then sold to the students. The current contract adds two dollars per package to the cost of student portraits. These funds are turned back to the district in the form of a cash contribution to the scholarship fund, middle school student calendars, and staff and student identification badges. The existing contract expires at the end of the 2012-13 school year. The committee discussed their concern that parents are not aware that they are paying for these services and making a contribution to the scholarship fund when purchasing the student photo package. Mr. Yemm will talk with Lifetouch to see what type of

notification or option can be placed on the information sent to parents regarding this additional fee. The committee decided to revisit the issue when the next contract is negotiated.

Dr. Gorodetzer and Mr. Salanik provided the committee with an update on the ongoing meetings with the schools and departments regarding the development of the 2012-13 budget. These discussions include a line by line review of the budget requests and discussion of current operations and ways to increase efficiencies.

Mr. Salanik reviewed the Act 1 budget exceptions. He explained the process and the details of the applications for the special education and retirement contribution exceptions.

Information was provided regarding a presentation by Mr. Jeffrey Clay, Executive Director of the Pennsylvania School Employees Retirement System (PSERS). The meeting will be held at the Montgomery County IU on Wednesday evening February 15th.

Mr. Salanik provided an update on the fund balance status for the current year 2011-12. He reviewed items that have occurred during the year which have impacted the potential use of this reserve.

Mr. Salanik also provided the committee with a report on the amount of delinquent real estate tax liens that were filed in January. The amount is up from last year, this is primarily due to four large properties which did not pay their taxes on time.

The committee had requested information on the costs of the current banking arrangements with our depository Wells Fargo Bank. An analysis of the current costs, interest income, and compensating balances were reviewed. An alternative of using the Pennsylvania School District Liquid Asset Fund (PSDLAF) as the school district depository was presented. The impact of making the change includes eliminating fees and the need for compensating balances. PSDLAF will also provide additional supplies and equipment to lower the operating costs of the business office.

The committee also discussed the current financial reports which are provided to the school board and approved each month. Some of the reports will be modified to present the information in a more concise and user friendly fashion.

The committee reviewed the existing School Board Policy 620 Fund Balance. Mr. Salanik reviewed the new terminology included in the policy and provided an example for each of the fund balance designations.

Mrs. Oxberry adjourned the meeting at 7:05 p.m.

Respectfully Submitted,
Robert Salanik
Financial Consultant