



Wyomissing Area School District

630 Evans Avenue, Wyomissing PA 19610

Finance Committee
Tuesday, September 6, 2016
Community Board Room

Committee Chair: George Zeppos

Committee Members: Sandra Reese, Maria Ziolkowski

Meeting Minutes

Attendees: Jenny Reilly, Susan Larkin, Julie Vicente, Lynette Waller, Mark Boyer.

Committee Members Absent: Sandra Reese

Audience sign-in sheet included in these minutes

Meeting called to order by George Zeppos at 8:03am.

Approval of Minutes

- Motion to approve the minutes for Tuesday, August 2, 2016
- Vote: Motion Carried
- Resolved: Minutes from the meeting on Tuesday, August 2, 2016 were approved without modifications.

Old Business

- Transportation Contract Update:** Continue to working through the transition of a new transportation company. Received job description of the transportation director to determine clarity of roles Continue to work through a fair contract increase. Bus company has agreed to the increases below:
- i. 2016/17 – 1% Bus/1% Van
 - ii. 2017/18 – 2% Bus/1.5% Van
 - iii. 2018/19 – 2% Bus/2% Van
 - iv. 2019/20 – 2.5% Bus/2% Van
 - v. 2020/21 – Act I Index for Bus and Van, but not to exceed 3%
- Requested that GPS be added to buses; will begin in the 2016-2017 school year; will be helpful to track mileage especially for field trips and sporting events
 - Question was raised if parents could track buses if GPS is added
 - Mr. Boyer shared information regarding the ridership cards; parents would be able to track this information
 - Discussed working to increase cameras on the buses, specifically consideration of cameras on the swing arms
 - Once contract draft is complete, will be sent to the solicitor for review before finalization

- Question was asked how many drivers? Around 15
- No bus is rostered above 72 students, in accordance with state law

AFSCME Contract Update

- One proposal was sent to the negotiating committee and to the solicitor for review. The District is working on a second proposal that it will share with the committee and solicitor when it is completed. Both proposals will then be sent to AFSCME when ready.

Cash Flow Projections

- PSDLAF contacted Mr. Boyer regarding interest rates for investment; inquiring a 1M investment; will yield a higher percentage return
- Mr. Boyer explained how taxes are collected via the lock box; shared that we are trying a new approach to invest funds to increase interest earned without incurring transfer fees
- Mr. Boyer shared the 2016-2017 cash flow projections
 - Explained the District realize the greatest amount of available cash is in August when mortgage companies pay taxes
 - Bond payment and teacher payout takes place in June
 - Cash Flow will be updated each month
 - Where does the interest earned go? Allocated Into the general fund
 - Important to monitor the cash flow and cash on hand as projects 'crop up'
- Important to note that there are no Act 10 investments; these are cd investments. Investments are not made for more than one year

New Business

LERTA – Narrow Fabric Building: A copy of the LERTA agreement was presented to each Board member presented.

- Specifically pointed out Section 2: Eligibility for tax exemption under this Resolution, part B: residential use will not be eligible for a LERTA
- Mr. Boyer presented history of the Narrow Fabric Building and the original ask for the building, some commercial, some residential. The Board approved the request for the LERTA but not for the residential part
- Mr. Boyer received a call from the developer with a request to removed tax abatement for residential areas
- Proposed plans are now for a gym and a restaurant and the rest loft apartments; request is being made for a LERTA for the residential areas
- Mr. Boyer pointed out Section 9: Severability, parts A and B; this agreement can be voided if changes are made.
- Mr. Boyer's recommendation is to not approve a residential LERTA
- Mr. Boyer explained how a LERTA works
- Question: was the owner involved in the initial discussion?
- Yes, he was; the owner, Mr. Hughes accompanied Mr. Wert from Borough Council

- The initial discussion focused on the commercial potential of the property. The Board then created the LERTA agreement, very clearly noting no LERTA for residential.
- Why the delay in hearing from the owner and why the question about the residential part now? The resolution was sent via email to the West Reading Borough manager after it was signed. The Borough reached out again to the District and the resolution was supplied again.
- Changes were made to the plan for the building that were different than initially presented by the developer.
- Committee is not in favor of changing the LERTA agreement; Mr. Boyer will send an email to the rest of the Board to see if anyone has any questions.

Assigned Fund Balance Use – Instruments

- \$30,000 was assigned to the Music Department for instruments; Mr. Boyer asked for the Music Department to identify their instrument need. The Department has asked for instruments for band, orchestra, and music classes, grades K-12.
- Request is just under \$30,000
 - Question: are most items reasonable?
 - Mr. Boyer reviewed the instrument requests for larger expense items
- A replacement cycle will be created for the Music Department;
 - Question: about athletic uniform replacement, how does this occur?
 - It is possible that if the uniforms are still in good condition, they will not be replaced.
 - Title IX must be kept in mind when replacing uniforms to ensure equity;
 - Question: is there a cycle created for academics for a replacement in special departments?
 - Yes, an inventory has been created and we have established a curriculum review and replacement process. Replacements will mostly occur when curriculum changes
 - Mr. Boyer has created a new process during the budget process. Principals are asked to identify those areas and those items needed which becomes a part of building budgets; this information will assist in creating a replacement cycles

Reading Hospital Agreement

- Mr. Boyer presented the Reading Hospital Agreement to Board members
- The amount is \$408,500
- This is not new revenue; it is already built into the budget. Going into the 4th year of receiving these funds
- Mr. Boyer shared the changes recommended by our solicitor
 - Question: Was the hospital made aware of this?
 - Yes, and it was shared the revised agreement would be discussed in committee

Food Service – Update and new parent access component

- Moved to Primero Edge a new accounting system; no longer able to continue with My School Bucks. My School Bucks will transfer to the new accounting system
- A flat transaction fee will be assessed to money added to student accounts
- Currently, parents cannot electronically add funds to student accounts until a solution is implemented; however, a message informing parents/guardians how to add funds to the student accounts

Use of Logo agreement (Target Stores)

- Pel Industries wishes to sell clothing in Target stores with the WASD logo
- A FAQ was handed out
 - Will this interfere with any of our district efforts (PTA, Boosters) to sell WASD clothing
 - This should be researched by contacting PTA and Boosters
 - Mr. Boyer will contact Wilson SD to find out how much money they receive; he will also share examples of the product
 - Question: How aggressive will be in monitoring the use of our logo on other websites? We do have a policy that addresses the use of the WASD logo.
 - This should be addressed in policy to better enforce the use of the logo
 - We should consider trademarking the WA logo

Delinquent Tax – 206 Silk Way

- This property is behind the Narrow Fabric Building; it will be sold, 7 years of back taxes are owed
- The lawyers representing the sale of the building have reached out to our solicitor regarding the sale asking if the district would be willing to drop the penalties owed
- Total amount \$25,527; penalties of \$1,675; Interest \$6,664
- Requesting over 8K be waived in interest and penalties
- Committee is not in favor of waiving the penalties

Additional Copier at the Wyomissing Hills : The Principal at WHEC has requested an additional copier.

- An additional copier will cost: \$10,672 (\$1800.00/year)
 - How many copiers are at WHEC? Two, higher speed copiers
 - How many copiers are at WREC? Two
 - How many copiers are at JSHS? Four
 - What is the reason for the cost?
 - Many teachers are waiting in line for the copier
 - Considering the size of the Hills vs the HS, it is a reasonable cost
 - Will remove a copier from the District Office; this can offset the additional copier request for the Hills
 - This expenditure was not in the budget, funding will be found in the Hills budget; what is the effect on the building budget? It will reduce the amount of end of the year surplus

Meeting adjourned at 9:27am.

Respectfully submitted by Mark Boyer