



Wyomissing Area School District

630 Evans Avenue, Wyomissing PA 19610

Finance Committee
Wednesday, April 4, 2018
Community Board Room

Committee Chair: Maria Ziolkowski

Committee Members: Karen McAvoy, Chris McCaffrey

Meeting Minutes

Attendees: Maria Ziolkowski, Chris McCaffrey, Karen McAvoy, Melissa Phillips, Laurie Waxler, Terrie Taylor, Rob Scoboria, Lynette Waller, Mark Boyer

Committee Members Absent: None

Public Attendees: Sign-in sheet attached

Meeting called to order by Maria Ziolkowski at 5:01 pm

Approval of Minutes

- Motion to approve the minutes from March 12, 2018
- Vote: Motion Carried
- Resolved: Minutes from the meeting on March 12, 2018 were approved with modification.

Public Comment: None

Old Business:

- **Cash Flow Projections 2017/18:** Cash flow projections were not discussed.
- **Budget to Actual Projections 2017/18:** The projection for 6/30/2018 is approximately \$509k of fund balance will be needed which is less than the budgeted about of \$972k.
- **2018/19 Budget:** The committee was presented with several tax increase options. Discussion mainly focused on the range for the tax increase; 2.4% is the maximum increase that the District can levy. If taxes are raised 2.4%, the District would need \$973,712 of fund balance. Without an increase in taxes, the District would need an additional \$1,517,054. The five-year forecast was reviewed with the committee. If taxes are not raised in school year 18-19, the District would be facing a negative fund balance by 2023. Mrs. Taylor questioned the impact on the budget if enrollment increases and additional staff are needed. Funds built into the budget could absorb a long-term substitute position. Administration is recommending a range of 1.5% - 2.4% tax increase. Mrs. Taylor, Mrs. McAvoy and Mrs. Ziolkowski recommended an increase range of 1% - 2%. Mrs. Phillips stated that there is too much uncertainty and needs to

see the numbers for future projects. She would rather see an increase of 1% - 1.5%. Mrs. Phillips asked when will we have the bid for Flannery Field? The bid should be received sometime before the May meeting.

New Business: None

Discussion Items:

- **Enrollment Projections** – The committee was presented with the enrollment projections that included enrollments as of March 1, 2018. More elementary students have moved in since February 1. Kindergarten is slightly over the recommended teacher to student ratio. Mrs. Phillips asked if there was state law for class size. There is no state law, class size is dictated by District policy. Per policy class sizes should be 18-24. Kindergarten's class size is currently at 25.3 and 4th grade is a little over 25.17 over. Mrs. Phillips suggested that the District should be looking at expanding the WHEC building.
- **Financing Update – Capital Projects** - Current debt service and project costs were reviewed. Current projects include the STEAM renovations at \$1.3- 1.4M, Flannery Field at \$1.7M, and JSHS Phase II at \$5M. The District received numbers for an additional \$3m in debt service. The original resolution for debt service is for \$6.48m. The additional debt service would cost the District about \$169k for the 18-19 school year and around \$244k for school years 2019 – 2026. The committee reviewed the three projects including the JSHS Phase II which would be funded by new debt service. The Flannery Field project which would be funded by new debt service and would need an additional funding of \$220,000. The STEAM project is set for a cost \$1,300,100, which would be funded by fund balance. The amount allocated for the project is \$1,000,000 and additional funding needed would be \$300,000. The total cost of the project is \$8,000,000 and total allocated fund of \$7,480,000. Additional funding needed is \$520,100.

Three funding options were presented to the committee:

- Option 1: Reduce or phase the Flannery Field Project and use Capital Reserve to fund the remainder of the STEAM Area Renovations. No Additional Cost to District.
- Option 2: Wait on Flannery Field Project and use remaining \$1m from debt service to fund STEAM area. Save fund balance and capital reserve, no additional cost to District.
- Option 3: Issue additional debt service to cover the entire Flannery Field Project and additional or all of the STEAM Area renovations. Additional cost to the District, but saves Fund Balance and Capital Reserve

Mrs. Waxler asked about the impact on the budget and if we foresee the need for a tax increase? Regardless of if we add the debt service we will need a tax increase

- **PFM Contract (Financial Management)** - Financial consultation for the District on debt services. Services would be capped around \$15,000. The agreement will be on the agenda for discussion on 4/9 and approval on 4/23.
- **Busing Analysis** – Late Runs – The committee reviewed the daily ridership and the total number of late runs. The estimated cost for the year is over \$21,000. Administration is looking for ways to condense the late runs and will report at next committee meeting.
- **BPT Update** – Mr. Boyer met with Steve Love from the Bureau of Earned Income Tax to discuss how the business privilege tax is collected and monitored. The Bureau is confident that they are collecting from all businesses in the District. The recommendation from the Bureau is that the District add additional information on our BPT form. The Bureau will provide the District with a list of all of the businesses in the District from whom they collect taxes. The list will be checked for accuracy against our tax information.
- **Dump Truck Replacement Quotes** – Tabled until further information is gathered and brought forth to the committee for review
- **Transportation Update – GPS/Transfinder (Tabled)** – Tabled until further information is gathered and brought forth to the committee for review

Agenda Items:

- Budget Transfers
- WAEF Grants – (4 grants to approve)
 - Map printing project for art show
 - 3-D printer and support items
 - 2 smartboard monitors
- Zito Agreement – Telephone Communications. District could save 20% for a three-year agreement
- Received a \$500 check for the basketball mats
- Agreement for the behind the wheel training from BCIU

Announcements: None

Adjournment: 7:00 pm

Next Meeting Date: Wednesday, April 4, 2018

Respectfully submitted by Mark Boyer, Business Administrator