



Wyomissing Area School District

630 Evans Avenue, Wyomissing PA 19610

Facilities/Finance Committee
Monday, November 5, 2018
Community Board Room

Committee Chair: Karen McAvoy/Maria Ziolkowski

Committee Members: Laurie Waxler, Chris McCaffrey

Meeting Minutes

Attendees: Susan Larkin, Karen McAvoy, Chris McCaffrey, Melissa Phillips, Ryan Redner, Terrie Taylor, Laurie Waxler, George Zeppos, Maria Ziolkowski, Rob Scoboria, Melissa Woodard, Scott Arnst, Mike Cafoncelli, and Mark Boyer

Committee Members Absent: None

Public Attendees: Sign-in sheet attached

Finance Meeting called to order by Maria Ziolkowski at 5:22 pm

Approval of Minutes

- Motion to approve the Finance Committee minutes from October 9, 2018
- Resolved: Minutes from the meeting on October 9, 2018, were approved without modifications.

Public Comment: None

Old Business:

Finance

- Presentation on Future Debt - Mr. Boyer introduced Ken Phillips and Lauren Stadel from RBC Capital Markets who provided a presentation on the District's current debt service and future borrowing strategies for capital projects such as Phase III of the JSHS. The District currently has five outstanding issues: three are bank loans and two are bond issues at below 3% interest rates. Over the last several years the District has refinanced debt and taken advantage of low rates. Two of the issues are subsidized by PlanCon. Additional debt can be layered on in a wrap-around fashion while still keeping payments relatively the same. Three scenarios were reviewed borrowing \$15m, \$20m, and \$25m, with and without, debt restructuring. Mr. Phillips suggested a combined approach would work and encouraged the Board to begin setting some funds aside for the next couple of years.

- Act 1 Resolution - Mr. Boyer discussed the Act 1 Index of 2.3%, which is lower than the 2.4% of last year. The District qualifies this year for the special education exception. The Board will need to determine whether or not to opt out or take the exception at the November 19, meeting. This decision could alter the next steps in the budget calendar from what we have done in the previous years. Deciding to take the exception will almost double the possible revenue from taxes; however, the District is not obligated to tax at the full amount. The consensus was to take the exception this year.
- Student Activity Reporting - Following the policy audit of the 600 level and a recommendation from the auditor, a monthly report on all student activities will begin in January 2019 listing all account balances and interest earned. A listing will be provided of all activities, advisors and officers. The account for the Class of 2017 will be closed and an account for the current 7th grade class will be established.

The Finance Committee recessed at 6:14pm and reconvened at 7:51pm.

- Business Privilege Tax Update – With approval from both boroughs, the revised Business Privilege Tax Regulations will be on the December Board meeting agenda for approval in order to be implemented by January 1, 2019.
- Agenda Items - Items for approval on the November agenda will include budget transfers, the facilities use agreement for the YMCA pool, two settlement agreements for special education, purchase of the Raptor Technology system, and two donations.
- Exoneration Request - Mr. Boyer discussed an exoneration request of per capita tax for approval. He recommended denying the request and the committee concurred.
- Handouts – Mr. Boyer said he would email the cash flow projections and budget-to-actual projection handouts and said Board members could contact him with any questions.

New Business: None

Announcements: None

Adjournment: 7:54 pm

Respectfully submitted by Mark Boyer, Business Administrator.

Facilities Meeting called to order by Karen McAvoy at 7:22 pm

Approval of Minutes

- Motion to approve the Finance Committee minutes from October 9, 2018
- Resolved: Minutes from the meeting on October 9, 2018, were approved without modifications.

Public Comment: None

Old Business:

Facilities

- Flannery Field Renovation – The site survey is still in progress. The project is on-track to go out for bid in January. The scope has been approved. Mr. Cafoncelli is meeting with the track coaches on November 8, to review the project one more time.
- Feasibility Study – Mr. Cafoncelli and Mr. Boyer drafted an RFP that was sent to the solicitor for review. There are multiple ways to advertise the request for the study: it can be sent to preferred architects, or it can be placed on the website allowing any firm to submit a bid for a study.
- Act 44 – The grant has been submitted. We were asked for some clarifications and additional information which was then submitted. We are awaiting further notification. There are two parts to the grant. Part A is a guaranteed \$25,000, most of which is earmarked for mental health supports, ALICE training, and additional security cameras. Part B is competitive and has no dollar limitation. The District is moving forward with three identified priorities regardless of the success of the grant application: the door jams, 3M film for entrances, and JSHS cafeteria furniture.
- SRO Update – Mr. Scoboria provided a recap of the process to-date. The Safe School Advisory Committee determined an SRO for the District was a priority, preferably a Wyomissing Police Officer, with the financial obligation being shared between the District and the two boroughs. A proposal was drafted by the District solicitor and sent to both boroughs requesting feedback. The District applied for but was declined for the Safe Schools Grant. West Reading Borough Council recently said while they support the idea conceptually, they would not offer financial support. The Wyomissing Borough has not committed to providing an officer, nor offered financial support. If a decision is not reached by the end of November, the District will begin pursuing other options in January.
- STEAM Project Update – Mr. Cafoncelli said there is one outstanding punch list item in the maintenance area. The original contract allowed for \$46,000 in unforeseen contingencies due to the age of the building. Discovery of asbestos and problems with the subflooring more than exhausted the contingency allowance so a change order of \$15,420 will be needed to satisfy the contract.

New Business: None

Announcements

Adjournment: 7:50 pm

Next Meeting Date: TBD

Respectfully submitted by Mike Cafoncelli, Director of Buildings and Grounds