

Minutes Finance and Buildings and Grounds Committee  
21 November 2017

1. Attendees were Board members Carrie Soliday, Carlos Wampler and William Hewitt (Chairman). Beth Persinger was the teacher representative. District members were Dr. Perrin, Mr. Hunt, Mr. Fortnum, and Mr. Crosby. Guests included Kathleen Pratt, Paul Redfern and Katelyn Redding.
2. Meeting was called to order at 4:00 pm. Agenda for the second meeting was a review of the current Five Year Plan, final comments on the proposed 2017 Budget Calendar and an update on Budget information (Index, audit etc).
3. Agenda was sent out to participants just before the meeting and is included following these minutes .
4. The following discussion occurred.
  - a. Dr Soliday commented on how the district might monitor tax changes at the township and borough levels. Currently no monitoring exists. While it is possible to do so, no mechanism exists.
  - b. The proposed budget calendar was approved with the note that additional workshops can be scheduled if needed. Budget calendar will be sent to all board members.
  - c. A review of the proposed formats for Five Year Plan projects with the following notes:
    - i. If appropriate, energy savings on projects should be included on the Five year plan projects.
    - ii. Options (including cost data etc) should also be included for projects.
    - iii. Information on how its supports district's priorities should be included.
    - iv. The general format for Five Year Plan projects with the noted changes above was approved.
  - d. On the Special Budget Requests the format was approved with one change and will be presented to the board at the 2 Jan board meeting for all recommended items. The change is that "costs" should move up it the format just under "issue" so that board members can quickly note the costs, rather than at the end of each submission.
  - e. The format for "A" Team input to the budget was approved. Administrators are receptive to new format.
5. The following decisions were made regarding the new budget information in a discussion period.
  - a. The audit is due to be presented at the last December board meeting.
  - b. Dr Perrin noted that the budget will be based on actual expenses from the last available year rather than budgeted amounts. This should improve accuracy by reducing the compounded induced error caused by using estimated numbers rather than actual numbers.
  - c. No other information on the budget such as index was available.

6. Other decisions were that these above noted approved formats will be included for information to all board members at the next meeting. The minutes from the committee meeting will be sent to all board members once approved.
  
7. The following timelines for next committee meeting are:
  - By 14 Dec all Five Year Plan project worksheets will be sent to committee members for comment.
  - By 17 Dec comments (and additional information requests) on these worksheets are due back to Mr Crosby.
  - On 21 Dec a review of all worksheets will occur with recommendations for board approval at the first board meeting in January.
  
8. The next meeting will be held on 21 Dec. Meeting concluded at 5:15.

William Hewitt, Chairman