

MARPLE NEWTOWN SCHOOL DISTRICT
Newtown Square, Pennsylvania
BUDGET & FINANCE COMMITTEE MEETING
October 9, 2018
Marple Newtown Board Room

MINUTES

Present

Board: Mr. Matthew Bilker, Mr. Matthew Catania,
Mr. John McKenzie, Mrs. Barbara Harvey

Administration: Mr. Joseph Driscoll, Dr. Connie Bompadre,
Mr. Jake Gallagher, Mr. Jim Orwig,

Press: 0

Audience: 12

Call to Order:

In the absence of Mr. Baker, Mr. Bilker called the meeting to order at 6:34 PM and led the Pledge of Allegiance.

1. Additions to the Agenda

Mr. Bilker asked if there were any additions to the Agenda.

There was none

2. Approval of Minutes

Mr. Bilker asked that the minutes be approved as presented.

With no discussion the minutes were approved.

Mr. Bilker then turned the meeting over to Mr. Driscoll

3. Bills for Payment

Mr. Driscoll asked to take to the full Board for approval

a. Motion: To take to the full Board for approval the General Fund, Capital Fund and Food Service/Capital Fund Bills will be present at the regular voting agenda.

Will take to the full Board for approval

4. Financial Reports

Mr. Driscoll asked to take to the full Board for approval

a. Motion: To approve Financial Reports for August, Informational for September and Budget Transfers.

Will take the full Board for approval

5. Communications Plan

Mr. Larkin gave the following report:

- The time frame is the 2018-2019 school year
- Explained what a communication plan is ~ getting your message across to your audience
- The plan is to first identify the purpose and your audience so you may then strategize on how to connect and inform your audience
- This plan is to ensure that the Marple Newtown School District's message not only contains relevant, accurate and consistent information but also provides the framework and direction of the communication. The plan will be a working document for the Marple Newtown School Board and Administration to refer to for the communications framework and accountability purposes
- The goal of the communication plan will be to disseminate information about the vision, brand, up-to-date happenings as well as other pertinent information about the district, in an effective, timely and accurate manner
- The key message is to communicate the excellent education through new academic programs, athletics and organizations for our Marple Newtown Students
- The plan is intended to implement a communication strategy that helps the Marple Newtown School District to achieve its communication goals
- Provide a focus and direction for the district administrators and principals that support the district's goals
- To continue to build relationships with our residents, business owners and community stakeholders
- To ensure that our Marple Newtown brand is portrayed in an accurate way
- To showcase our students and their extra-curricular abilities
- To take pride and ownership in our district
- To keep the community informed

- To expand the branding efforts of our motto “This is Tiger Country”
- To try and encourage more participation and volunteerism of our residents
- The communications goals are to develop and maintain positive, collaborative relationships with the community
- To utilize the media to maximize awareness and exposure of the district
- To coordinate our communications regarding the safety of our students and the districts crisis management protocol
- To have the district administrators to stay on top of postings to social media and their respective web pages

6. Request to Close a Student Activity

Mr. Driscoll asked to take to the full Board for approval

a. Motion: Request to close Colyer Student Assistance fund, balance \$0.14, money collected will be used in the activity fund.

Mr. Driscoll explained that the Board approval of this is a requirement.

Will take to the full Board for approval

7. Capital Projects

Mr. Driscoll asked to take to the full Board for approval

a. Motion: To commit excess fund balance to the Capital Reserve Fund and to authorize the transfer of funds during the 2019-2019 fiscal year.

Will take to the full Board for approval

8. 2019-2020 Budget Process

- Timeline
- Act 1 Index
- Budget Process

Mr. Driscoll gave the following presentation:

- Explained the Act 1 Index ~ for 2019-2020 it will be 2.3%
- The Board last year passed a Resolution not to exceed the Index
- Explained the exceptions ~ Special Education and PSERS
- Explained the debt exception ~ refinance of 2016
- The timeline is January 31, 2019 ~ preliminary budget available for public inspection (at least 110 days before primary election)
- First option is Budget and Finance meeting on January 8, 2019, then voting on January 29, 2019 (5th Tuesday)

- 2nd option is January 22, 2019 voting meeting and February 12, 2019 have a special meeting.
- February 10, 2019 is the deadline to give public notice of intent to adopt the preliminary budget, February 20, 2019 deadline to vote on preliminary budget (20 days public inspection with 10 days published notice), February 28, 2019 is the deadline to publish public notice of intent to file for referendum exceptions, March 7, 2019 is the deadline to submit request for referendum exceptions to PDE.
- District timeline ~ March 22, 2019 is the deadline to submit referendum question. April 23, 2019 is the deadline for the Proposed Final Budget Adoption (tentative). This assumes the Board keeps its regular meeting schedule. April 24-26, 2019 is the deadline for Proposed Final Budget made available for public inspection and notice to intent to adopt final budget is published. May 28, 2019 or June 25, 2019 Final Budget and Resolution Adoptions (tentative). The latest date for Proposed Final Budget adoption is May 31, 2019 and June 30, 2019 for Final Budget.
- Items to consider ~ Act 1 Index, Revenue, and State Subsidy
- Additional considerations ~ Debt Service, Labor Agreements, Medical Benefits, Special Education cost, and Retirement rate estimated to be 34.79%.
- Mr. Driscoll continued with explaining the major revenue and expense variances for 2017-2018, as well as the revenue budget vs. the actual and the unassigned fund balance history. He gave a Capital Reserve Summary and Debt Service needs.
- Mr. Driscoll explained the 2018-2019 retirement impact.

There were Public Comments regarding the positive variance as well as the Fund Balance. Mr. Driscoll explained positive variance and the Fund Balance. He also explained that in years past we would be able to raise taxes to balance the budget. That is not the case now. At one point there was a consideration to budget for the planned growth in the community to balance the budget. That growth did not happen and the district could have experienced a negative Budget impact.

9. New Business

There was none

10. Public Comment

None

11. Adjournment

Mr. Bilker adjourned the meeting at 7:42 PM.