

**NORTHERN LEHIGH SCHOOL DISTRICT
FINANCE COMMITTEE MEETING**

**Wednesday, June 9, 2021
Immediately Following Technology/Buildings & Grounds Meeting
NLSD Media YouTube Channel**

Committee Members			Meeting Dates	
X	Donna Kulp - Chairperson	X	Susan Bahnick	Jan 6 June 9
	Robin Distler -Co-Chairperson	X	Jennifer Butz	Feb 3 Aug 4
X	Mathias Green		Tim Weaber	March 3 Sept 8
X	Robert Kern	X	Eric Hill	April 7 Oct 6
X	Matt Link			May 5 Nov 3
X	Rhonda Frantz – Liaison			
X	Sherri Molitoris - Liaison			

Also in Attendance: Gary Fedorcha

MINUTES

- Cafeteria
 - Mrs. Bahnick reported that tomorrow is the Senior Picnic and the Grab-N-Go lunch that is going out with the middle school. Summer programs will start on June 21st. There will be about 90 students in the district summer programs and about 70 students in the rec. center program. STEAM camp will have 72 students plus some additional students with the Extended School Year Program. Grab-N-Go will also be hosted throughout the summer.
 - Financially, the cafeteria is able to pay their own bills.
- Food Service Contract - NWLSD
 - Last year, Mrs. Bahnick entered into an agreement with the Northwestern Lehigh School District to use the services and knowledge and expertise of Mrs. Bahnick to assist them as they were going through a transition. They are currently wrapping up the search for a third-party provider for their food services department. NWLSD is requesting, and administration recommends, that Mrs. Bahnick would be able to work with them through the end of the day on October 31, 2021, for their upcoming school year.
 - Committee members present agreed to move the agreement to the June board agenda.
- Navigate360
 - Mr. Link reported that Navigate360 is a software platform which was discussed during the Community Relations meeting on Monday. The platform is part of the district's safety and security requirements. There is now a requirement by the state that all schools have a threat assessment team in place by the fall. This

platform offers training for the team and it is the preferred model of the state. This platform will also track any referrals throughout the district. Because there is a cost to it, the Community Relations asked to bring it to the Finance Committee. The recurring cost is \$7,090 for access to the program. The training for the Threat Assessment Team and materials is \$7,160, which is a one-time cost. This would be paid through the PCCD grant. The district would continue to have to pay the \$7,090 annually possibly through the police, curriculum or Superintendent's budget.

- Committee members present agreed to move the purchase to the June board agenda.

➤ 2021-2022 Auxiliary Salary Schedule

- Mrs. Molitoris presented the Auxiliary Salary Schedule for substitutes. The district updated the policy for substitutes. Suggestion of a \$10 (\$110) increase for daily teacher substitutes, and on Day 11 another increase of \$10 (\$120). Short-term substitutes working 31 days but less than 95 to receive \$150 per day. Short-term substitutes would not receive any benefits. Substitutes paraprofessionals/secretaries were at \$10.50/hr., recommending \$12.00/hr. Substitute cafeteria were at \$10.25/hr., recommending \$12.00/hr. Substitute custodians (currently have no substitutes on the list) were at \$11.25/hr., recommending \$13.00/hr. This will also increase the Permanent Substitute rate to \$150 daily.
- Mrs. Kulp asked how much is spent on substitutes? Mrs. Frantz said this year was very little because we did not have substitutes. Mrs. Frantz takes an average over what was spent in previous years to do the budget.
- Committee members present agreed to move the Auxiliary Salary Schedule to the June board agenda.

➤ PNC Benefit Plus Renewal

- Mrs. Frantz reported that PNC Benefit Plus handles the flexible spending account. The fee structure is exactly the same as last year.
- Committee members present agreed to move the renewal to the June board agenda.

➤ SDIC Renewal

- Mrs. Frantz reported that this is the Workers' Compensation renewal. The cost did increase by over \$10,000 in the premium for next year. It's driven by salary and by high-cost claims that were paid out this year. This is also the company that issued a dividend share of over \$25,000 for the year.
- Committee members present agreed to move the renewal to the June board agenda.

- Preferred EAP Renewal
 - Mrs. Frantz reported that this is the Employee Assistance Plan. The district did have a one-year agreement. The company is requesting it be increased to a two-year agreement. The fee structure remains the same.
 - Committee members present agreed to move the renewal to the June board agenda.
- Property, Casualty, & Liability Insurance Renewal
 - Mrs. Frantz reported that the insurances are also up for renewal. There is an increase of \$6,000 over last year's costs.
 - The committee discussed the recent Unemployment Compensation fraudulent claims for a few employees.
 - Committee members agreed to move the renewal to the June board agenda.
- 2021-2022 Budget Updates
 - A PowerPoint was presented of the Proposed Final Budget for the 2021-22 school year. Reviewed the ESSER funded positions and summer programs for years 2021-2022, 2022-2023, and 2023-2024.
 - The current expenditures are set at \$34,522,628 and revenues at \$33,793,721 with a shortfall of \$728,907. The district's allowable tax increase is 4% which would be \$679,309.
 - Beginning balance as of July 2020 was \$9,743,176.00 in the fund balance. Estimated ending balance for June 2021 is \$10,507,738.00. If no tax increase, the monies to meet the budget would come from the fund balance. If fund balance is used for the shortfall, the estimated fund balance ending would be \$9,778,831.00.
 - The impact on property owners with the 4% increase would be \$138.76 based on a home assessed at \$149,000 in Lehigh County and \$110.99 based on a home assessed at \$45,850 in Northampton County. The slide also showed lower cost depending on lower percentage increase.
 - Administrative recommendations are to utilize a combination of a tax increase and fund balance to eliminate the deficit. Recommending a tax increase of not less than 2% and administration will continue to look for cost savings.
 - Committee members asked to have a copy of the Final Budget Presentation and the current financial reports in the weekly update on Friday.

Meeting adjourned at 7:28 p.m.

Reminder: Next meeting is scheduled for Wednesday, August 4, 2021.