



# Finance and Facilities Committee Meeting

**August 10, 2023**  
**Chancellor Center**

# Facilities Agenda

- Brightly Software – Event Manager Upgrade
- Sol Feinstone Library Packing and Moving
- Richboro Elementary School Development Agreements
  - PLGIT Agreement
  - Stormwater Management Agreement
  - Land Development Agreement
- Richboro Elementary School Terrazzo Option
- Richboro Middle School Chiller
- Hillcrest Final Mechanical Credit Change Order
- Superior Turf & Landscape Inc. Howes Tract Agreement
- Rock Gold Softball License Agreement
- ABM End of School Survey Results

# Brightly Software – Event Manager Upgrade Amendment

- Previous approval was for Professional edition.
- Misunderstanding on edition to include outside user group access.
- Amend agreement to include Enterprise edition.
- Increase of \$13,807.76 over 3 years.
- Total Contract Value
  - Professional - \$56,779.60
  - Enterprise - \$70,587.36

# Sol Feinstone Library Packing and Moving

- Wayne Moving to pack and relocate library to Richboro Middle School storage area.
- August 2023 – December 2023
- Eliminate the need for temporary power and heat.
- Library to be reopened January 2024.
- Not to Exceed : \$27,200
- Includes redelivery and unpacking of books in January.

# Richboro Elementary School Development Agreements

- PLGIT Agreement
- Stormwater Management Agreement
- Land Development Agreement



# Richboro Elementary School Terrazzo Option

- Cafeteria - \$130,000
- Ten Classroom Addition Corridors - \$72,098
- Combined Price - \$160,000

# Richboro Middle School Chiller

- Rental Update
  - Trane
  - August – October 2023 Cost: \$72,426.67
  - April – October 2024 Estimate: \$141,647
- 200 Ton Air Cooled Chiller Replacement Option
  - 3 Bids from Johnson Controls, Trane, and Fluidics.
  - Lead time
  - Cost

# Hillcrest Final Mechanical Credit Change Order

- Tri-County Mechanical Credit Change Order for Unused Allowance Funds
- (\$55,173.55)





# Superior Turf & Landscape Inc. Howes Tract Agreement

- Current agreement expires June 30, 2024.
- Superior Turf & Landscape would like to sign new agreement to allow for purchase of supplies for 2024 growing season.
- Current Agreement – 3 years at \$110.00 per acre per year
- Proposed Agreement – 5 years at 4% increase per year.
  - Year 1 - \$114                      Year 4 - \$128.23
  - Year 2 - \$118.56                Year 5 - \$133.36
  - Year 3 - \$123.30



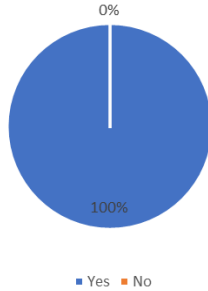
# Rock Gold Softball License Agreement

- 5-year License Agreement, July 1, 2023 – June 30, 2028
- Aligns with CRUSA and Patriot Agreements
- Use of CRHS South Freshman, JV, and Varsity Fields After School's Usage.
- Helps with Maintenance and Upkeep of Fields After School's Season.
- Year 1 - \$5,000
- Year 2 - \$5,200
- Year 3 - \$5,400
- Year 4 - \$5,600
- Year 5 - \$5,800

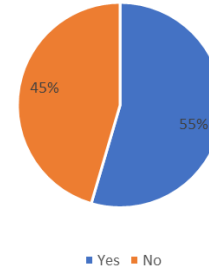


# ABM End of School Survey Results

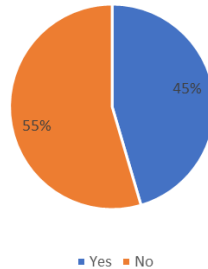
Based on the experience in your school, has ABM done a satisfactory job with custodial services in your building?



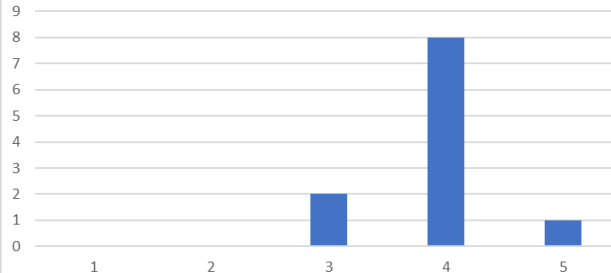
Has any staff contacted you regarding the quality of the custodial services provided by ABM?



In your opinion, has ABM made improvements since the first half of this school year, September - December 2022?



On a scale of 1-5, please rate the level of cleanliness and your satisfaction with ABM's custodial services in your building from January through June 2023:



# Upcoming Agenda Items

- Revisit Use of School Facilities – Policy 707
- Newtown Elementary School Data Wiring Bid



# Finance Agenda

- Propane Contract Extension
- Approve Physician Contract
- Approve Participation in the School Breakfast Program
- Information Item – 2024/2025 Budget Update
- Approve Engagement Letter for the 2022/2023 Audit
- Stop Loss Insurance Policy Renewal
- Policy 620 – Fund Balance

# Propane Contract Extension

- Contract with Rhoads Energy set to expire at end of 2023/2024 school year
- Contract requires CRSD to purchase a minimum of 300,000 gallons of propane per year
- CRSD was short of minimum by 90,829 gallons in 2022/2023
- Rhoads Energy will let us obtain the unused gallons in 2023/2024 to fulfill contract terms



# Propane Contract Extension (continued)

- Once 2022/2023 contract terms are fulfilled, they will switch to 2023/2024 pricing
- Since we won't meet the minimum gallons in 2023/2024, we will extend contract into 2024/2025
- Lock in price morning of 8/17 School Board Meeting for minimum number of gallons we will need in 2024/2025 once the 2023/2024 contract minimum is met
- Durham has agreed to cover the difference between propane and diesel costs until the fleet is fully propane beginning in 2023/2024



# Approve Physician Agreement

- Agreement was approved at July meeting with St Mary's Medical Center
- Agreement is with Langhorne Physician Services
- Revised agreement is much simpler and clearly states responsibility for malpractice insurance
- No cost to CRSD



# Participate in the 2023/2024 School Breakfast Program

- Current State Budget includes State supplemented free breakfast for all but funding won't be available until budget impasse has ended.
- PDE mandates if you participate in the School Breakfast Program you must provide free breakfasts
- Should free breakfast for all be removed from signed budget we may have to cover the difference
- Similar program for free lunch for students who qualify for reduced lunch
- Should participate in the lunch program



# 2024/2025 Budget Update

- Met with Administrators group to go over plans for 2024/2025 budget
- Accelerate 2024/2025 budget process
- Mandatory changes
  - Use of a common budget worksheet
  - Budget entry to be made by staff in budget area
  - Budget entries to be made in detail
- Budget education to continue throughout the year
- Business Office Administrator and staff to provide help throughout process

# 2022/2023 Audit Engagement Letter

- Engagement letter for the 2022/2023 audit of the financial statements
- Engagement letter for the 2022/2023 agreed upon procedures for tax collections
- \$26,000 for the audit and \$3,500 for the AUP
- Total increase of \$1,500 over the prior year

# Stop Loss Insurance Policy Renewal

- Used once a medical claim is over a certain threshold
- Current threshold is \$325,000
- Approached 7 carriers for quotes
  - 2 declined to quote
  - 4 were uncompetitive
  - Highmark, who is our current carrier had the lowest quote and a better quote was negotiated
- Million-dollar claims have increased by 48% over the last 4 years
- New annual premium is \$1,377,851 with Highmark, which is an increase of \$386,718 or 39% over the prior year
- Paid from the Healthcare Fund
- Looked into increase in threshold to \$350,000, if using last years claims would have resulted in \$12,861 in additional costs
- Recommend leaving threshold at \$325,000

# Policy 620 – Fund Balance

- Currently sets a minimum and maximum of 4% and 5% Unassigned Fund Balance of next years budgeted expenditures, respectively
- Would like to raise the maximum Unassigned Fund Balance to 8%
- Provides more protection in case of unexpected events
- Matches State maximum of 8% Unassigned Fund Balance
- Makes CRSD more comparable to other local districts
- Helps to protect our current bond rating

# Upcoming Agenda Items

- 2022/2023 results of operations
- 2023/2024 results to date

