

**WEST CHESTER AREA SCHOOL DISTRICT
Property and Finance Committee Meeting
Thursday, May 21, 2026**

Minutes are considered draft until approved at the next P&F committee meeting.

A. OPENING

1. Call to Order

Director Bevilacqua called the meeting to order at 6:01 pm.

2. Take Roll

Attending Committee Members: Director Bevilacqua, Director Fleming, Director Jackson, Director Lahm

Other Board Members: Director Campbell, Director Detre, President Durnell, Director Parkinson

Absent Board Members: Director Frey

Administration: Dr. David Christopher, Mr. John Scully, Mr. Justin Matys, Mr. Wayne Birster, Mr. John McGowan, Ms. Molly Schwemler, Dr. Sara Missett, Dr. Stephen Brown, Mrs. Melissa Kleiman, Dr. James Conley, Dr. Kalia Reynolds

Also Present: Members of the public

B. PUBLIC COMMENT

1. Public Comment Protocol - District Solicitor

- Residents wishing to make public comment on agenda items must register prior to the start of the meeting.
- Public comments on agenda items will be taken at the beginning of the meeting prior to voting.
- Policy 903: Public Participation in Board Meetings governs public comment. Link to Policy 903: <http://go.boarddocs.com/pa/wche/Board.nsf/goto?open&id=CBWMJN55F8BF>
- The committee chair or designee will call residents in the order in which they signed in.
- A three-minute timer will begin after the speaker states their name and township of residence.

2. Public Comment was made by the following residents on agenda items as indicated:

None	
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Action or outcome from the meeting: (unless noted, all votes were 4-0)

C. MEETING MINUTE APPROVAL

1. Approval of April 20, 2026 Property and Finance Committee Meeting Minutes

The committee approved the minutes of the April 20, 2026 Property and Finance Committee Meeting.

D. FINANCE AGENDA ITEMS

1. Review of May Budget Forecast Model

Mr. Scully reviewed the May Budget Forecast Model. Changes to the 2025-26 expense projections include reductions in salaries for aides of \$75,000 and custodial of \$125,000, and a reduction in supplies for the PPA supplies carryover of \$441,190. The net amount from all 2025-26 changes resulted in a savings of \$641,190 and will be used to reduce the 2026-27 budget gap. Changes to the 2026-27 expense projections include an increase for the PPA supplies carryover from 2025-26 in the amount of \$441,190, decreases to Charter School Tuition expense of \$50,000, and medical benefits expense of \$150,000. The net of 2026-27 changes resulted in a decrease in the budget gap of \$241,190. Mr. Scully reviewed the millage calculation page showing Chester County at a tax increase of 3.3% and Delaware County at a tax increase of 7.5%. Mr. Scully reviewed schedules, which included a 10-year history of mandated expenditures and state funding, a 2025-26 to 2026-27 budget-to-budget comparison for revenues and expenses, and a 10-year history of tax increases in Chester and Delaware Counties compared to the Act 1 Index. Mr. Scully advised the committee that budgeted total expenses increased by \$11.110 million or 3.33%. Total revenues increased by \$4.971 million or 1.7%. Mr. Scully reviewed a chart of WCASD's 2026-27 proposed millage rates compared to the 2025-26 millage tax rates for each of the school districts in Chester County and Delaware County and advised the Committee that the proposed 2026-27 millage rate is below the 2025-26 millage rates of all districts in both Chester and Delaware Counties. This is an informational item and no Board action is required.

2. Update on Act 1 Property Tax Exclusion Amount and Approval of 2026-27 Homestead/Farmstead Exclusion Resolution

Mr. Scully reviewed the Property Tax and Homestead/Farmstead exclusion process. Annually, the State provides the District with a means to lower property taxes via Homestead/Farmstead exclusion, which is funded by the State's gaming revenues. This year, the State provided the District with \$6,069,963.06 for property tax relief, which equates to a \$248.30 exclusion amount for each qualified property. Annually, the Board must approve to accept these funds and use them for tax relief purposes through a resolution. The committee recommended approval to adopt the 2026-27 Homestead/Farmstead Exclusion Resolution.

3. Approval of the 2026-27 Final Budget Resolution

Mr. Scully reviewed the Final Budget Resolution for 2026-27. The Final Budget resolution for 2026-27 provides General Fund appropriations of \$344,989,797. The committee recommended approval of the Final Budget Resolution for the 2026-27 Fiscal Year.

4. Approval of the Annual Tax Levy Resolution for the 2026-27 Fiscal Year

Mr. Scully reviewed the Annual Tax Levy Resolution for 2026-27. The Annual Tax Levy resolution for 2026-27 sets the real estate tax for Chester County at 24.1573 mills and Delaware County at 12.2210 mills. The committee recommended approval of the Annual Tax Levy Resolution for the 2026-27 Fiscal Year.

5. Approval to Commit/Assign Fund Balances

Mr. Scully discussed PA School Code requirements that School Boards approve commitments of fund balance by June 30th. Mr. Scully advised the Committee that committed and assigned fund balance amounts must be coordinated with the District’s Annual Financial Report (AFR), which is submitted to PDE in October after the annual audit of financial statements. The state auditors recommend that each year prior to June 30th, the Board approve a resolution authorizing the administration to commit/assign fund balances for specific purposes, with subsequent Board approval of the dollar amounts after completion of the annual audit. The Administration requests approval for authorization to commit a fund balance for health care stabilization and millage rate stabilization. Approval is also requested to assign fund balances for alternative education, athletics, property assessment fluctuations, and future staffing needs. The committee recommended approval to commit/assign fund balances.

6. Approval of a Three-Year Service Agreement with FlexIP Solutions, Inc -

Mr. McGowan presented the committee with information regarding upgrading the telecommunications platform. The District’s nine-year-old NEC VoIP phone system is no longer under warranty and is being replaced with Microsoft Teams Phone using the District’s existing Microsoft licensing. The Lancaster-Lebanon Intermediate Unit will support implementation and training, and the District determined that managing the system in-house is the most cost-effective option. The committee recommended approval of a three-year service agreement with FlexIP Solutions, Inc. for Teams-certified SIP trunk services, at a cost of \$28,192.80. per year.

E. PROPERTY AGENDA ITEMS

1. Presentation of Facilities and Operations Benchmark

Mr. Birster presented a WCASD Facilities and Operations benchmarking presentation outlining the District’s current facilities profile, operating environment, and long-term investment needs. The presentation highlighted that the District maintains approximately 2.2 million square feet across 17 schools and supporting facilities, with many buildings reaching the stage where major system renewals, including roofs, HVAC systems, paving, and infrastructure improvements, are becoming necessary. Mr. Birster reviewed factors impacting operating costs, including regional labor market pressures, prevailing wage requirements, utility costs, public safety staffing, and the increasing need to address aging building systems in a proactive manner.

The presentation also reviewed industry benchmarks and recommended investment ranges for ongoing operations and capital renewal. Based on an estimated district-wide current replacement value of approximately \$902 million, the recommended annual capital renewal investment was identified at approximately \$25 million to \$27 million per year, with total Facilities and Operations investment needs estimated between \$47.5 million and \$53 million annually. Administration noted that maintaining consistent funding levels supports safe and reliable school operations, reduces deferred maintenance risks, protects long-term public assets, and allows for improved long-range planning and fiscal oversight.

This is an informational item and no Board action is required.

2. Approval of 2025-26 Capital Reserve Project Bid Award

Mr. Birster presented the committee with the bid results for the previously approved 2025-26 Capital Reserve Project listed below:

Project Number	Description	Vendor	Project Budget	Award Amount
G184	District-wide Switchgear Cleaning	The Tri-M Group, LLC	\$ 100,000	\$ 83,568

Project G184 is a District-wide project for switchgear cleaning (main electrical equipment) with a budget of \$100,000. We request approval to award five (5) project locations: East High School/Fugett Middle School Campus, Rustin High School, Henderson High School, Stetson Middle School, and Peirce Middle School to The Tri-M Group, LLC for \$83,568.00.

The committee recommended approval of the 2025-26 Capital Reserve Project bid award for district-wide switchgear cleaning.

3. Approval of the 2026-27 Capital Reserve Project Bid Awards

Mr. Birster presented the committee with the bid results for the previously approved 2026-27 Capital Reserve Projects listed below:

Project Number	Description	Vendor	Project Budget	Award Amount
G143	District-wide Concrete Sidewalk & Curb Repairs – Various	MOR Construction Services	\$ 50,000	\$ 26,368
G143	District-wide Concrete Sidewalk & Curb Repairs – East HS	Unitex Asphalt Services	\$ 50,000	\$ 21,870
G146	District-wide Flooring Replacement – East Goshen ES Music Room	Barb-Lin Carpet One	\$ 125,000	\$ 7,817
G146	District-wide Flooring Replacement – Westtown Thornbury K1 & K2	Donald E Reisinger, Inc.	\$ 125,000	\$ 11,270
G146	District-wide Flooring Replacement – Stetson Locker Room	Donald E Reisinger, Inc.	\$ 125,000	\$ 29,250

G200	District-wide Inlet Repairs	Unitex Asphalt Services	\$ 15,000	\$ 13,085
G215	Stetson MS Headwall and Drainage at Field 274	DiRocco Bros Inc.	\$ 39,457	\$ 15,650

Project G143 is for District-wide concrete sidewalk and curb replacement with a project budget of \$50,000. We request approval to award two (2) project locations; Henderson High School and East Bradford Elementary School to MOR Construction Services for \$26,368, and to award one (1) project location; East High School, to Unitex Asphalt Services for \$21,870. The remaining funds will be used for change orders, if needed.

Project G146 is for the replacement of flooring District-wide with a project budget of \$125,000. We request approval to award one (1) project location; East Goshen Elementary School, to Barb-Lin Carpet One \$7,817, and to award two (2) project locations; Westtown-Thornbury Elementary School and Stetson Middle School, to Donald E. Reisinger, Inc. \$40,520. Previously, the Board approved \$42,950 for this project. The remaining funds will be used for change orders, if needed.

Project G200 is for the repair of stormwater inlets district-wide with a project budget of \$15,000. We request approval to award three (3) project locations—Henderson High School, East High School/Fugett Middle School campus, and Greystone Elementary School—to Unitex Asphalt Services for \$13,085. The remaining funds will be used for change orders, if needed.

Project G215 is for repairs to the headwall and drainage at Stetson Middle School field 274 with a project budget of \$39,457. We request approval to award DiRocco Bros. Inc. \$15,650. The remaining funds will be used for change orders, if needed.

The committee recommended approval of the 2026-27 Capital Reserve Project bid awards.

4. Approval of 2025-26 Capital Reserve Project List

Mr. Birster presented the committee with information to support the Lunch and Learn Process initiative through the installation of new serving stations at Bayard Rustin High School, East High School, and Henderson High School. The proposed project will provide the related infrastructure and modifications necessary to support the expanded food service lines and seating at each high school location. The improvements are expected to reduce waiting times, improve service capacity, and create more flexible meal service environments that support the goals of the Lunch and Learn process as part of the new high school schedule in 2027-28. The Facilities and Operations Department respectfully requests approval of a \$975,000 budget allocation for this initiative.

The committee recommended approval of the 2025-26 Capital Reserve Project to support the high school Lunch and Learn Process.

F. CONSENT ITEMS (These items are not voted on at committee level but will appear on the consent agenda at the May Board Meeting.)

- 1. Approval of Resolution for 2025-26 Budget Transfers**
- 2. Approval of Resolution for School District Depositories for 2026-27 School Year**
- 3. Approval of Food Service Contract Addendum for the 2026-27 School Year**
- 4. Approval of Change Order Items for Mary C. Howse Elementary School Renovations**

G. OLD BUSINESS - none

H. NEXT MEETING DATE ANNOUNCEMENT

The next Property and Finance meeting will be held on Monday, June 15, 2026.

I. ADJOURNMENT

The meeting was adjourned at 7:05 pm.