WEST CHESTER AREA SCHOOL DISTRICT

Property & Finance Committee Meeting
Monday, October 19, 2026 6:00 PM
Spellman Education Center Board Room/Livestream
782 Springdale Drive
Exton, PA 19341

Minutes are considered draft until approved at next meeting.

A. OPENING

A.1. Call to Order

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

A.2. Take Roll

Attending Committee Members: Director Bevilacqua, Director Fleming, Director Jackson, Director Lahm
Other Board Members: Director Detre, President Durnell, Director Parkinson
Absent Board Members: Director Frey, Director Campbell
Administration: Dr. David Christopher, Mr. John Scully, Mr. Justin Matys, Mr. Wayne Birster, Dr. Sara Missett, Mr. John McGowan, Ms. Molly Schwemler, Dr. Kalia Reynolds, Dr. Stephen Brown
Also Present: Members of the public

B. PUBLIC COMMENT

B.1. Public Comment Protocol

B.2. Public Comment - none

Action or outcome from the meeting: (unless noted, all votes were 4-0)

C. MEETING MINUTES APPROVAL

C.1. Approval of September 22, 2026 Property and Finance Committee Meeting Minutes

D. FINANCE AGENDA ITEMS

D.1. Review of Budget Forecast Model

Mr. Scully reviewed the Budget Forecast Model and the changes made from the previous model on page 5. The 2026-27 changes to expenses included increases in salaries of $191,037 and benefits of $78,783, related to additional staff of 2.4 FTEs. Reductions in expenses include $500,000 for medical benefits, and $27,173 in education supplies, due to the PPA adjustment related to actual enrollment figures on October 1st. Increases in 2026-27 revenues include investment income of $1,500,000, other local revenue of $50,303, and State PSERS and SS subsidy revenue of $39,392. The net of all changes in October resulted in a 2026-27 ending fund balance increase of $1,847,048, which will be utilized to reduce the 2027-28 budget gap. Mr. Scully reviewed the summary of all funds page of the forecast model, which shows a budget gap, after an Act 1 increase of $21,030,000. The Administration will continue to review projections for potential savings to reduce the millage impact for the 2027-28 Budget. This is an informational item, and no Board action is required.

D.2. Review and Approval of 2027-28 Enrollment Projections

Mr. Scully reviewed the enrollment projections for 2027-28 and advised the committee that the 2027-28 projection is 11,710 students, which represents a decrease of 64 students from 2026-27 actual enrollment. Enrollment projections are based on the cohort survival calculation method and do not include new student growth. The Hybrid average retention method was used to project future years' enrollment. Mr. Scully reminded the committee that these projections will be used to plan for building budgets as well as staffing needs for 2027-28. Mr. Scully reviewed the student market share analysis and noted that the District's percent of total students is 79.4%. The committee recommended approval of the enrollment projections for 2027-28.

D.3. Approval of 2027-28 Building Budget Allocations

Mr. Scully reviewed the 2027-28 Building Budget Allocation (PPA) and per pupil spending analysis report that was included in the packet. The total allocation is $3,162,536, which is $24,925 less than projected in the Forecast Model. Mr. Scully reviewed the process in determining the weighting factors, PPA factor, and the fixed activity amounts. The recommended PPA factor for 2027-28 is $163.45, which is a 4.90% increase from the 2026-27 factor of $155.82. Weighting factors were kept consistent for elementary schools and changed to 1.33 and 1.54 for the middle and high schools, respectively. The recommended 2027-28 fixed activity budgets were kept consistent for middle school and increased by $22,113 at the high school level. The committee recommended approval of the 2027-28 Building Budget Allocation.

E. PROPERTY AGENDA ITEMS

E.1. Approval of 2026-27 Capital Reserve Project Bid Award - District-Wide Flooring

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

Project Number	Description	Vendor	Project Budget	Award Amount
G146	District-wide Flooring Replacement	Barb-Lin Carpet One	$125,000	$12,995

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 HS Athletic Director's Office, to Barb-Lin Carpet One $12,995. Previously, the Board approved $91,287 for this project. The remaining funds will be used for change orders, if needed.

The committee recommended approval of the Capital Reserve Project bid award – District-Wide Flooring.

E.2. Approval of the Administration Recommendation to Reject the 2026-27 Capital Reserve Project Bid Awards - Rustin Field House Upgrades

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

Project Number	Description	Vendor	Project Budget	Bid Amount
G210	Rustin HS Field House Mechanical Upgrades	Five Star Mechanical	$250,000	$336,000
G210	Rustin HS Field House Mechanical Upgrades	S&S Electric	$250,000	$32,698

Project G210 is to upgrade the mechanical system at Rustin High School Field House, with a project budget of $250,000. The lowest responsible bidder for the base bid for the mechanical contract is Five Star

Mechanical at $336,000. The lowest responsible bidder for the base bid for the electrical contract is S&S Electric at $32,698. The total of these bids is $368,698.

We are recommending no award to Five Star Mechanical, or S&S Electric, or any other bidder associated with the current project bid at this time. Should the District move forward with this project at a later date, we would advertise a new bid at that time.

The committee recommended approval to reject the 2026-27 Capital Reserve Project bid for Rustin Field House Upgrades.

E.3. Approval of Change Order Item for Renovations and Additions to Hillsdale Elementary School

Mr. Birster presented the committee with a large dollar change order for work associated with the Hillsdale Elementary Renovation and Addition Project.

SC-013	Storm Drainage Modifications	$119, 541.73

Change order SC-013 is to correct and make needed modifications to the stormwater drainage system for Hillsdale Elementary School. This work is an unforeseen need, identified by East Bradford Township during our existing renovations work.

Approval is requested for the change order related to storm drainage modifications in the amount of $119,541.73 for renovations and additions to Hillsdale Elementary School.

The committee recommended approval of the change order item for Renovations and Additions to Hillsdale Elementary School.

F. CONSENT AGENDA ITEMS

F.1. Approval to Commit/Assign Fund Balances and to Complete Transfers from the General Fund to Other Funds

F.2. Approval of 2025-26 Budget Transfers

F.3. Approval of Change Order Items for Mary C Howse Renovations

F.4. Approval of Change Order Items for Sarah Starkweather Additions and Renovations

F.5. Approval of Change Order Items for Renovations and Additions to Hillsdale Elementary School

G. NEXT MEETING DATE ANNOUNCEMENT

The next Property and Finance meeting will be held on Monday, November 16, 2026

H. ADJOURNMENT

H.1. Call to Adjourn

The meeting was adjourned at 6:31 pm.