

FINANCE COMMITTEE MEETING

MEETING MINUTES

September 30, 2008

Warren County Career Center

COMMITTEE MEMBERS PRESENT:

Chairperson, Jeff Lockett
Kathy Oudinot
Donna Zariczny

OTHERS PRESENT:

Rosemarie Green	Dr. Robert Terrill
Amy Stewart	Marty Mahan
Diane Martin	Kim Angove
Amanda Hetrick	Cindy Nyquist
Dr. Karen Pascale	Dr. Jack Martin
Tom Knapp	Arthur Stewart
Dr. Norbert Kennerknecht	Kirsten Turfitt
Justin Tech	WTO

1. Opening Activities

1.01 Call to Order

Jeff Lockett, Chairperson, called the meeting to order at 8:30PM at the Warren County Career Center.

1.02 Public Comment

No public comment at this time.

2. New Business

2.01 Head Start Contract – Food Service

Discussion: Mr. Petter Turnquist reviewed with the committee the Head Start Food Service Contract. He pointed out that Head Start meals will stay at the current rate. He recommended this contract be moved to the full board for approval.

Action: The committee voted unanimously to take this to the full board for approval.

Motion: That the Board of School directors approves the Head Start Contract per the attached document.

Attachments:

2.01: Head Start Contract 2008

2.02 Finance Procedures: Expenditure Requests, Purchasing Authority, and Forms

Discussion: Mr. Jeff Lockett apologized for omitting Dr. Terrill from the e-mail list regarding this item. Mr. Lockett asked the committee to review the purchase request procedure. He would like thoughts and ideas as how the committee would like to expand the purchase request form. He felt that justification was the main objective and felt it would prevent the person requesting the funds from making more than one appearance for possible board questioning. Mrs. Zariczny asked what purchasing

authority Dr. Terrill had. Mr. Turnquist stated that PDE allows the Superintendent to make purchases under \$15,500 without prior authorization.

Action: The Administration was charged to submit a list of major types of funding request that occur outside of the budget process.

2.03 Confidential – Citrix Annual Maintenance Support Renewal Contract

Discussion: Mr. Jeff Lockett addressed the committee with information regarding the Citrix Annual Maintenance Renewal Contract. He stated that this system allows the staff to get into the server and into certain programs that the district offers. This is an annual renewal contract and he recommended that the committee approve this contract and move this onto the full board.

Action: The committee voted unanimously to take this to the full board for approval.

Motion: That the Board of School directors approves the Citrix Annual Maintenance Support Renewal Contract.

Attachments:

2.03: Citrix Renewal

2.04 Jefferson Defrees Family Center Food contract

Discussion: Mr. Petter Turnquist reviewed the Jefferson Defrees Family Center Food contract and pointed out that there will be an increase in the price of the meals to \$2.50. He recommended that this be moved to the full board.

Action: The committee voted unanimously to take this to the full board for approval.

Motion: That the Board of School directors approves the Jefferson Defrees Family Center Food Contract per the attached document.

Attachments:

2.04: Defrees Contract 2008

3. **Old Business**

3.01 Transportation Update – Mr. Kimio Nelson

Discussion: Mr. Jeff Lockett stated that due to a family emergency Mr. Kimio Nelson was unable to attend the meeting. He suggested that the committee member review these transportation updates and bring any questions to the next finance meeting for clarification. Dr. Robert Terrill stated that he had reviewed this update with Mrs. Stewart and Mr. Nelson and that as of last Monday the district had received a disk from the county with all of the current data of E-911 address changes. Mr. Nelson and his staff along with technology will enter the current information and they hope to have BusBoss updated in the very near future.

Attachments:

3.01: Transportation Updates

3.02 Security & Safety Update – Mr. Kimio Nelson

Discussion: Mr. Petter Turnquist stated that Mr. Nelson is involved with security and safety issues since his background is in law enforcement. He commended Kimio on his involvement with this program and noted that this a great advantage for the district.

Attachments:

3.02: Security safety update.doc

3.03 Food Service Update - Mr. Justin Tech

Discussion: Mr. Justin Tech updated the committee on food service activities for the current fiscal year. He reviewed the current break down of meals per day over last year. He is very pleased with the meal numbers for the beginning of this fiscal year. He stated that breakfast has definitely been on the increase. By January he hopes to institute menus by attendance area. Justin stated that Quality Assurance meetings will start in October and he will have four meeting throughout the school year.

Attachments:

3.03: Food Service Department Update.doc

3.04 Tax Collector Compensation - Discussion

Discussion: Mr. Jeff Lockett introduced Marshall Kern, Supervisor of Pleasant Township. He spoke to the committee on behalf of the members of the Tax Collectors' Compensation Committee. He stated that the school district is presently paying \$1.05 per item collected on real estate and \$.40 per item on exonerations and returns. He presented a proposal for consideration that payment of \$2.60 per item be paid by the county and school district. Mrs. Zariczny questioned what time frame the district has to respond to this proposal. Mr. Kern stated that this needs to be in place prior to February 15, 2009. He also stated the district has not changed their rates in over 24 years.

Action: The committee charged the Business Administrator to come up with additional information regarding an increase for the tax collectors and then the committee will review this before sending a recommendation on to the full board.

Attachments:

3.04: Tax Collector Letter

3.05 Final Budget Transfer & Adjustment Report 2007-2008

Discussion: Mr. Petter Turnquist stated that once he has year end items reconciled he will present a resolution and back up data at the October Board meeting.

Action: The committee agreed to take this to the full board for approval under other.

Motion: That the Board of School directors approves the attached resolution per the attached documents in connection with Final Budget Adjustments and Transfers for fiscal year ended 6/30/08.

4. Other

Mr. Lockett discussed the PSAB pass. For \$899, the Board Development Value pass provides your school board member and chief school administrator with unlimited attendance at any or all the evening seminars offered in 2008-2009.

Action: The committee agreed to take this to the full board for approval under other.

Motion: That the Board of School directors approves the enrollment in the PSBA Board Development Value Pass for a fee of \$899 for the 2008-09 evening sessions.

5. Informational Items.

5.01 District Energy Monthly Reports

Discussion: Mr. Locket stated that the committee can review these reports at their perusal.

Attachments:

5.01(a-b-c) – Electric Report – June 08 – Both Sides

5.01(d-e-f) – Gas Report – June 08 – Both Sides

5.01(g-h) – Capital Project Reserve 09.30.2008

5.02 Grant Report – Matt Jones

Discussion: Mr. Locket stated that Mr. Matt Jones is doing a monthly report concerning district grants for their review. This report gives an idea as to what grant opportunities are out there and reviews some of the district grants currently in place.

Attachments:

5.02 – Grant Reviewer 09-2008

5.03 Bond Refunding Update – Brief Discussion Item

Discussion: Mr. Turnquist stated that the bond refinancing is closing on Wednesday and all documents are executed. This refinancing will save the district \$226,000.

5.04 Report: Grant Listing, 2007-08 – Mr. J.F. Lockett

Discussion: Mr. Locket reviewed a grant listing report showing approved and denied 2007-2008 district grants.

Attachments:

5.04 – WCSD Grant List 2007-2008

5.05 Report: Grant Report – Mr. J.F. Lockett

Discussion: Mr. Locket reviewed a spreadsheet showing grants for June-September 2008. He stated that this is a great way to track grants.

Attachments:

5.05 – FIN – Grant Tracking June-Sept 08

6. **Closing Activities**

6.01 Public Comment

6.02 Next Meeting Date – October 28, 2008 at 6:00PM - Warren County Career Center

6.03 Adjournment – Donna Zariczny made to motion to adjourn the meeting at 9:55PM seconded by Kathy Oudinot

Respectfully Submitted,
Cindy Nyquist, Recording Secretary
Jeff Locket, Chairperson
Donna Zariczny
Kathy Oudinot