

FINANCE COMMITTEE MEETING

**MEETING MINUTES**

October 28, 2008

Warren County Career Center

**COMMITTEE MEMBERS PRESENT:**

Chairperson, Jeff Lockett  
Kathy Oudinot  
Donna Zariczny

**OTHERS PRESENT:**

Rosemarie Green	Dr. Robert Terrill
Diane Martin	Kim Angove
Amanda Hetrick	Cindy Nyquist
Dr. Karen Pascale	Dr. Jack Martin
Tom Knapp	Arthur Stewart
Arthur Stewart	Kirsten Turfitt
WTO	

**1. Opening Activities**

1.01 Call to Order

Jeff Lockett, Chairperson, called the meeting to order at 6:50PM at the Warren County Career Center.

1.02 Public Comment

No public comment at this time.

**2. New Business**

2.01 Nova Net

**Discussion:** Mr. Jeff Lockett stated that the NovaNet licensing is renewed annually. This proposal covers part of those licenses that we currently need. It was stated that for the past four to five years, we have maintained and used around 100 to 125 license.

**Action:** This motion was submitted from the CIT Meeting held on October 27, 2008.

**Motion:** That the Board of School directors approves the purchase of 40 NovaNet licenses per the attached document.

**Attachments:**

2.01: Warren County Renewal 40

2.02 Review of Credit/Purchase Card Process

**Discussion:** Mr. Jeff Lockett spoke to the committee on the past practice of the credit cards. He reviewed that the credit card procedure had been reviewed a couple years ago. At that time the district trimmed the number of credit cards in the district and also reviewed each credit card limit. Mr. Turnquist handed out a spreadsheet showing the number of credit cards the district has and how much has been spent in the last year on credit cards. He stated that during the past year the district has charged more

than \$475,000. Mr. Locket questioned how the board reviews the payment of the credit cards each month. Mr. Turnquist stated that there is no particular credit card detail showing on the list of bills presented to the board each month. Currently the credit cards are reviewed by a Director or Supervisor and then reconciled in the business office. Mrs. Zariczny asked how a questionable charge was reviewed. Mr. Turnquist stated that the Director or Supervisor would review any questionable charge. Mrs. Zariczny voiced a concern that the use of credit cards could possibly circumventing board approval of major expenses. Mr. Lockett questioned the undue burden on the administrator approving someone else's credit card. Dr. Martin felt that using credit cards on a limited basis was not a problem but showed concerned on the type of purchases being made with the credit cards. Dr. Terrill noted that credit cards are needed for travel and some purchases of supplies and material but felt having a few credits cards available at Central Office would be an option for controlling purchases. Dr. Terrill stated that on June 13, 2008 the auditors were asked to look at the district credit cards and reported to him that the district's credit card system seemed to be in order. Mrs. Oudinot asked if any employee has ever misused a credit card. Mr. Turnquist replied that he was not aware of any misuse of credit cards to the best of his knowledge.

**Action:** The committee charged the administration to review credit cards since the 2006 review, review the procedure for authorizing credit card, provide a way to make them electronically manageable, provide a way to present information to the board as to the type of charges being made on the credit cards. The committee would also like the employees to be trained as to what they can put on their credit card verses the purchase order procedure. They also charged the administration to come up with a recommendation on modifying the current list of users and a procedure to have 2 centralized people controlling district credit card use. The committee would like this information by the next committee meeting.

**Motion:** None

**Attachments:**

2.02: Policy 4100

#### 2.03 Cognos Report Writer Programmer

**Discussion:** Mr. Turnquist stated that he would like to make an effort to improve District informational report capability, due to the lack of internal resources. He stated that some of the reports used they have to manual. Petter attended the Pentamation Cognos training and he would like to see the district contract a programmer to prepare, modify and update our current reports.

**Action:** The committee directed Mr. Turnquist to seek quotes to contract with a programmer to prepare, modify and update Cognos Report Writer Documents, used for periodic reports provided to administration, Board and Public for public meetings as well as internal analysis reporting. He will report back to the committee with these quotes when he has gathered all of the information.

#### 2.04 Contract Repository

**Discussion:** Mr. Turnquist stated that scanning documents would make it much more convenient to locate documents especially for the auditors. PA State code requires the Board Secretary to house all original documents and Petter would like to have all documents in soft copy for easy access.

#### 2.05 Per-diem agreement

**Discussion:** Dr. Terrill spoke to the committee on the district's per-diem agreement. He understood from Mrs. Stewart that Frank Galeazzo volunteered to come in and do a job to harvest data. Frank was aware that payment was not promised to him. Frank did submitted a bill for hours worked and stated that he realized that he may not receive payment. Discussion took place regarding more cross training of the employees in the district.

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

**Motion: That the Board of School directors approves a one lump sum payment of \$2400.00 to Frank Galeazzo for hours worked in the technology department to harvest data.**

2.06 Text Books – Rosemarie Green

**Discussion:** Mr. Rosemarie Green spoke to the committee on the purchase of teacher manuals. She is asking to purchase these teacher manuals for Title I Teacher Aides. This will be taken out of Title I funding.

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

**Motion: That the Board of School directors approves the purchase of textbooks per the attached document of \$10,890 and will be taken out of Title I funds.**

**Attachments:**

2.06: Purchase Requests Harcourt STORYtown

2.07 Technology Equipment

**Discussion:** Mr. Lockett stated that this item was discussed at the curriculum committee. Dr. Martin stated that ideally this should have been in place at the beginning of the school year. He would like to see that the students have the equipment in process at the beginning of each school year if possible.

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

**Motion: That the Board of School directors approves the purchase of technology equipment per the attached documents**

**Attachments:**

2.06: Technology Equip

3. **Old Business**

3.01 Transportation and Safety/Security Update – Mr. Kimio Nelson

**Discussion:** Mr. Kimio Nelson reviewed with the committee on the update of transportation. He stated that Busboss has been updated to the latest revision and the new E-911 maps have been loaded. Kimio mentioned that he would like additional secretarial time in the near future for data entry. The committee would like justification for additional hours before they can make a decision. Mr. Lockett would like a continuous update on BusBoss to make sure that all problems are being resolved.

Mr. Nelson gave the committee an update on safety/security inspections tours of three schools. This was a vulnerability assessment of each school. PSP will be contacting the Superintendent to set up a time for an emergency response drill. Mr. Lockett would like Kimio to work with Matt Jones in looking into grants to help our local law enforcement officers.

**Attachments:**

- 3.01: Transportation Updates
- 3.01: Security Safety Update

3.02 Law Enforcement Memorandum of Understanding – Mr. Kimio Nelson

**Discussion:** Mr. Nelson reviewed the memorandum of understanding between the Warren County Sheriff's Office, the Warren City Police Department, the Pennsylvania State Police, the Emergency Management Agency, The Conewango Township Police Department, the Sheffield Township Police Department, The Youngsville Police Department and the Warren County School District. The purpose of this memorandum is to establish general guidelines for the response to student behavior which may violate the School's Discipline Code, and which may also rise to the level of a criminal violation. Discussion took place as to the language of contacting the parent or guardian.

**Action:** The committee voted unanimously to take this to the full board for approval to institute a procedure to:

**Motion: That the Board of School directors are charged to institute a procedure as follow:**

**Recommend that the board approve the law enforcement memorandum of understanding and that the administration develop a procedure to notify the parent or guardian where possible or practical that the law enforcement may need to interview the student.**

**Attachments:**

- 3.02: wcsd – memo of understanding (law enforcement)

**4. Other**

4.01 Rural School Funding

**Discussion:** Mr. Lockett was contacted by the commissioners' office regarding Rural School Funding. They were asking for a liaison between the district and the commissioners' office to discuss this issue.

**Action:** The committee agreed to direct Mr. Turnquist to contact the commissioners' office and follow up on this issue. The committee would like information regarding this issue be brought back to the board for discussion at the November 10<sup>th</sup> board meeting.

**5. Informational Items.**

5.01 Grant Report – Matt Jones

**Discussion:** Mr. Lockett stated this agenda item could be reviewed by the members as they would like.

**Attachments:**

- 5.02 – Grant Reviewer 10-2008

5.02 District Energy Monthly Reports

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

**Attachments:**

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

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

5.01(g-h) – Capital Project Reserve 10.30.2008

## **6. Closing Activities**

6.01 Public Comment

6.02 Next Meeting Date – November 25, 2008 following Personnel - Warren County Career Center

6.03 Adjournment – Donna Zariczny made to motion to adjourn the meeting at 8:50PM seconded by Kathy Oudinot

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