

FINANCE COMMITTEE MEETING

MEETING MINUTES

November 25, 2008

Warren County Career Center

COMMITTEE MEMBERS PRESENT:

Chairperson, Jeff Lockett
Kathy Oudinot
Donna Zariczny

OTHERS PRESENT:

Rosemarie Green
Diane Martin
Amanda Hetrick
Dr. Karen Pascale
Tom Knapp
Arthur Stewart
WTO

Dr. Robert Terrill
Kim Angove
Cindy Nyquist
Dr. Jack Martin
Arthur Stewart
Amy Stewart
J Petter Turnquist CPA

1. Opening Activities

1.01 Call to Order

Jeff Lockett, Chairperson, called the meeting to order at 7:20PM at the Warren County Career Center.

1.02 Public Comment

No public comment at this time.

2. New Business

2.01 Nova Net – web based licensing

Discussion: This licensing is different than the licensing presented at the November Board meeting. This is web based licensing that will be utilized in some unique settings where students with special need need to access the software from outside of the Warren County School District wall. NovaNet licensing is bought in different “lots” throughout the school year utilizing different funding sources. We typically work with the departments and their individual budget timelines and fiscal year ends to purchase at the most appropriate time. These licenses were budgeted with Access 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 NovaNet licensing in the amount of \$28,000 with Access funding..

Attachments:

2.01: Warren 28 web 12 months

2.02 “Rough Cut Budget”

Discussion: Mr. Turnquist provided the committee with a “Rough Cut Budget” for 2009-2010. He provided the actual results for 2007-2008 fiscal year compared to the budget. He stated that the fund balance is under the 8% of our budget expenditures. Mr. Turnquist stated that these figures reflect cost control and the benefit of investment revenue to maintain a healthy fund balance. He stated that \$500,000 is designated for capital projects and another \$500,000 for school board and tax contingencies, as well as approximately \$ 995,000 designated to balance the 2008-2009 budget. Dr. Martin stated that the actual results did not result in a deficit as per the original approved budget because the expenditures were less than the revenues. The actual figures show that our revenues supported our programs for the year. Mr. Turnquist reviewed the major 2008-2009 budget impact factors with the committee. He stated that the preliminary 2009-2010 budget shows expenditure of 70,052,249 and revenue of 68,098,328.

LONG RANGE PLAN

Mr. Turnquist state that this long range document was done as a group with all of the Directors. Dr. Terrill spoke to the committee that the directors met and created this document to align it with the district goals and other possible initiatives and needs facing the district in the future. He stated that this is only a “Rough Draft” and felt that this would give the district a start to improve the district over a long range period of time. Mr. Lockett asked for clarification on the PE substitution line item. Mr. Turnquist will update the five year model with additional detailed columns to give a much better clarification regarding this five year plan.

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Mr. Turnquist informed the committee that they must pass a resolution not to increase taxes beyond the index by January 2008 or present a preliminary budget for inspection by January 2009. His recommendation, based on the facts that he has, was to pass a resolution to not increase taxes beyond the index. Mr. Lockett agreed that the district should not increase taxes beyond the index. Mr. Art Stewart felt looking at the long range plan the district would essentially be delaying the implementation of the plan if it decided to include several items from the wish list in the budget.

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

Motion: That the Board of School Directors passes a resolution not to raise taxes above the index for the 2009-2010 fiscal budget year.

Attachments:

- 2.02: Index
- 2.02: WCSD Act 1 Resolution
- 2.02 Long-Range Budget Need 5 year
- 2.02 Fund Balance Summary
- 2.02 June.30.2008 – YR End Actual
- 2.02 Rough Cut 2009-2010 Budget Estimates

3. Old Business

3.01 Credit Card Review and Recommendation

Discussion: Mr. Lockett stated that the board wanted to get a handle on the credit card use. He stated that means to look at the credit card monthly. Mr. Turnquist agreed to a monthly credit card report to the board. He reviewed a preliminary proposal to modifying the number of credit cards from 42 -14. He suggested that credit cards would be provided to Superintendent’s Office, Business Office, Purchasing Office and Building & Grounds & Staff. He would like to see the district open a direct corporate account with Enterprise Car Rental for Athletics & Co-curricular car rental for sporting events. He suggested that conference registrations and lodging

would be charged to central office purchase cards and payment would be accomplished by faxing authorization directly to hotels. He would like to analyze and evaluate methods to improve the efficiency and effectiveness of the purchase order and requisitions systems through automation and electronic means. Mr. Turnquist would like the input of the board on these recommended changes. Mr. Locket voiced a concern that employees would be asking for cash advancements when going to trainings. He suggested that we may want to have cards for directors held by the business office or superintendent's office. This would minimize the cash advances. Mr. Lockett questioned if 10 cards for Building and Grounds was necessary or could we limit them to 3 or 4 cards for necessary needs. Dr. Terrill has met with Dr. Kennerknect and felt that his purchasing procedures with the credit cards were a very detailed system. He stated he has a purchasing department within his own department. Kim Angove asked if some of our vendors require credit cards. She stated it is better to "have them and not need them then to need them and not have them". Mr. Lockett suggested that maybe we should not cancel all of the cards and the cards are held in the business office and superintendent's office on an as needed basis. Dr. Martin stressed that the policy puts the final say in the hands of the administration. He recommended that they go forward with their own decisions in this matter. Donna suggested that the Administration come back to the board with a report on the efficiencies and how they have been effective.

Action: No Action

Attachments:

- 3.01: Enterprise Car Rental
- 3.01: Credit Cards 11.18.2008

3.02 Finance Plus Upgrade - Update

Discussion: Deferred this item to next finance meeting.

3.03 Tax Collector Compensation

Discussion: Mr. Turnquist reviewed with the committee the 2007-2008 fiscal year Tax Collector's Commissions expenses.

Action: This will be reviewed at the next committee meeting

Attachments:

- 3.03: Tax Collection Expenses 07-08
- 3.03 Tax Collection costs

3.04 403(b) Plan Document

Discussion: Mr. Turnquist stated that amendments to the plan in terms of providers/vendors will continue to occur during the next month. He also stated that there maybe changes in relation to the bargaining unit agreement. However; it is important to approve the document so it can be in force on January 1, 2009 and the district can make amendments at the January Board meeting.

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

Motion: That the Board of School Directors approves the attached 403(b) Plan Document required to be in effect by Internal Revenue Code by January 1, 2009 subject to amendment for provider/vendor additions or deletion.

Attachments:

- 3.04: 403(b) Plan Document
- 3.04: DM5105LIB-#67930-v1-403(b)

4. Other

4.01 Year End Consumable Materials – Rosemarie Green

Discussion: Mrs. Rosemarie Green spoke to the committee regarding purchase of consumable instructional materials for 2009-2010 at the current year pricing. The books would be purchased at a 20% discount from Harcourt School Publishers.

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

Motion: That the Warren County School District Board of Directors approve the purchase of K-5 reading consumable materials for the 2009 – 2010 school year in an amount not to exceed \$30,678.42."

Discussion: Mrs. Green apologized to the board for not being in attendance at the board meeting to answer question regarding ordering 22 reading manuals. She asked them to reconsider the motion and submit it at the next board meeting.

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 \$10,900 and will be taken out of Title I funds.

Discussion: Mrs. Delores Berry presented to the committee a grant job training fund equipment grant. She asked permission to submit application for this grant and stated that matching funds have been secured with an industry partnership.

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

Motion: That the Board of School Directors approves WCSD Grant Office and Warren County Career Center to submitted application to the Department of Labor and Industry, Job Training Fund Equipment Grant in the amount of 31,841.00. Matching funds have been secured with an industry partnership, Perkins grant funds and building shop budgets.

Discussion: Mr. Lockett attended the school improvement meeting at EHS. He wanted input from the board on how to ease in the transition from Sugar Grove and Russell into Eisenhower. These 2 elementary schools house the six graders. They move into seventh grade and are limited on how they participate in the middle school concept. He wanted to know if they could have a couple of video conference units at each school. Mrs. Stewart stated that they have two units on the way and they would discuss this issue at the next CIT meeting as to which schools should receive them.

Discussion: Dr. Jack Martin asked the finance committee to consider the district funding another round of smart boards. A suggestion was made to put out a district mini grant for the teachers to receive smart boards. The finance committee will look into funding additional smart boards.

5. Informational Items.

5.01 Financial & Energy Reports

Discussion: These reports are to be reviewed by each member at their own perusal.

Attachments:

5.01	June.30.2008 – Yr End Actual
5.01	Electric Report – August 08 – Both Sides
5.01	Gas Report – August 08 – Both Sides
5.01	Capital Project Reserve 11.25.2008

6. **Closing Activities**

6.01 Public Comment

6.02 Next Meeting Date – January , 2009 following Personnel - 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