

FINANCE COMMITTEE MEETING

MEETING MINUTES

December 16, 2008

Warren County Career Center

COMMITTEE MEMBERS PRESENT:

Chairperson, Jeff Lockett
Kathy Oudinot
Dr. Jack Martin

OTHERS PRESENT:

Rosemarie Green	Dr. Robert Terrill
Diane Martin	Kim Angove
Amanda Hetrick	J. Petter Turnquist
Dr. Karen Pascale	Delore Berry
Tom Knapp	Arthur Stewart
Arthur Stewart	Amy Stewart
Dr. Norbert Kennerknecht	Marty Mahan
Jack Werner	Susan Turner
Brian Collopy	Wendy Norris
WTO	

1. Opening Activities

1.01 Call to Order

Jeff Lockett, Chairperson, called the meeting to order at 9:00PM at the Warren County Career Center.

1.02 Public Comment

No public comment at this time.

2. New Business

2.01 Contracted Food Service Mandates

Discussion: The USDA and PDE have mandated significant changes for the relationship between Contracted Food Service Providers and the Food Service Authority (School District) for the 2009-2010 School Year. Mr. Turnquist stated that the Warren County School District must put out to bid the food service contract for 2009-2010 conforming to new guidelines as mandated by the USDA CN & PDE DFN under a stringent time-line. Petter and Norbert Kennerknecht attended a mandatory training session and have begun the process of preparing and submitting the RFP to the DFN.

Action: That Dr. Kennerknecht and Mr. Turnquist pursue completion of the RFP and Bidding Process per the mandated Time-Line to procure a Food Service Management Contract for Fiscal School Year 2009-101 per the guidelines established by PDE Division of Food and Nutrition. The Business Office was charged with forming an evaluation committee as mandated by this section that will include 3 minimum members to evaluate Bids, Board Approve or appointed by president.

Attachments:

- 2.01: FSMC Re-Bid Mandate Executive Summary 12.4.08
- 2.01 Bidding Requirements PDE 12.4.08

2.02 SMART Board Deployment

Discussion: Mrs. Amy Stewart stated that at the November Finance meeting the administration was charged to bring the Board information about the potential distribution of more interactive white boards. She stated that potential funding sources could possibly be EETT Grant (already submitted to PDE/awaiting awards), Technology Capital Reserve, Title. She stated that last mini-grant generated 54-56 applications.

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

Motion: That the Board of School Directors directs administration to develop and implement a plan to issue interactive white board/projector units to WCSD teachers and approve an internal mini grant for smart boards with funding up to \$ 55,000 based upon the following 4 criteria:

- Increase student achievement
- Provide effective use of technology for instruction
- Increase student engagement in the learning process
- Improve educational access for and participation by high-risk students-groups.

Attachments:

- 2.02: SMART Board pricing

2.03 Mobile video conference units

Discussion: Mrs. Stewart spoke to the committee about mobile video conference units for the elementary schools. She was charged by the finance committee to collect justifications from the elementary principals for mobile video conference units. She stated that the USDA RUS grant can fund two units. Those dollars need to be used for video conferencing efforts within the scope of the original RUS grant. She also stated that another potential source of funding could possibly be the technology capital reserve.

Attachments:

- 2.03: Distance Learning Opportunities

2.04 Policy Section 4000

Discussion: Mr. Jeff Lockett reviewed the 4000 policy with the committee. He asked the members to modify and review this policy and it will be discussed at the next meeting. Policy 4601 was mentioned.

Attachments:

- 2.04: Policy Series 4000

2.05 Line Item Expenditures

Discussion: Mr. Lockett stated that he would like reasons for line item deficits. Mr. Turnquist responded by stating that reversal entries for 2007-2008 and posting error corrections will be cleaned up by the next meeting. Dr. Martin stated that it is critical to know the expenditures for the current year. He felt that the board needs accountability for each line item.

Action: The committee charged that these corrections be made by the next finance meeting for review.

3. Old Business

4. Informational Items.

4.01 Financial & Energy Reports

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

Attachments:

- 4.01 Electric Report – September 08 – Both Sides
- 4.01 Gas Report – September 08 – Both Sides
- 4.01 Capital Project Reserve 12.30.2008

4.02 Grant Report

Discussion:

Attachments:

- 4.02 FIN – Grant Tracking December 08

4.03 Student Computer Survey Results

Discussion: Mrs. Stewart reviewed the response she received from students regarding computer/internet availability at home. She was not comfortable with elementary survey and did not receive a lot back.

Attachments:

- 4.03 Student Survey – computer and internet availability

4.04 Current SMART Boards

Discussion: Mrs. Stewart reported the current number of SMART Boards in the district is 38. She stated that almost half of those are in middle and high school math classrooms. The others are deployed throughout the district at various grade levels and schools.

4.05 Cell Phones / Blackberries

Discussion: Mrs. Stewart stated that district cell phone and Blackberry data services can be bid and purchased through the E-Rate process. This enables the district to apply for reimbursement on eligible expenses at a percentage determined by the district's free/reduced lunch percentage. She will bring the bids for E-Rate eligible expenditures to the January Finance Committee meeting for action at the February Board meeting. These costs are typically paid for out of communications accounts within department budgets.

Attachments:

- 4.05 Cell Phone List 12/3/08
- 4.05 Blackberry

5. Other

Dr. Martin questioned when the board would receive a detailed staffing budget for next year. Dr. Terrill indicated that he has already asked for the data and that Dr. Pascale has pretty much put it together. Dr. Terrill stated that Directors have had preliminary discussion regarding staffing and that the administration should have something ready by mid January. Dr. Martin would like to get a feel as to where they are in the budget process. Dr. Terrill stated that Directors have already reserved the first week in February which would be devoted to work on the budget.

Mr. Turnquist spoke to the committee regarding the need to improve knowledge on the Pentamation system in the near future. He requested for additional training to improve the use of resources. This training will assist the business department in implementing improved functionality, efficiencies and automation in connection with under utilized capabilities of our existing finance software. The committee agreed to send the motion to the full board for approval.

Motion: That the Board of Directors approve Sungard Pentamation training on site, in the areas of position control, personnel budgeting, activity tracker, general payroll and finance areas. In an amount up to \$8,000 plus ancillary costs.

6. Closing Activities

6.01 Public Comment

6.02 Next Meeting Date – January 27, 2009 following Personnel - Warren County Career Center

6.03 Adjournment – Kathy Oudinot made the motion to adjourn the meeting at 9:50PM and Dr. Martin seconded the motion.

Respectfully Submitted,
Cindy Nyquist, Recording Secretary
Jeff Locket, Chairperson
Dr. Jack Martin
Kathy Oudinot