

FINANCE COMMITTEE MEETING

MEETING MINUTES

January 27, 2009

Warren County Career Center

**COMMITTEE MEMBERS PRESENT:**

Chairperson, Jeff Lockett  
Kathy Oudinot  
Dr. Jack Martin

**OTHERS PRESENT:**

Rosemarie Green	Dr. Robert Terrill
J. Petter Turnquist	Tom Knapp
Dr. Karen Pascale	Brian Collopy
Amy Stewart	Matt Jones
Amanda Hetrick	Marty Mahan
WTO	Cindy Nyquist

**1. Opening Activities**

1.01 Call to Order

Jeff Lockett, Chairperson, called the meeting to order at 8:46PM at the Warren County Career Center.

1.02 Public Comment

No public comment at this time.

**2. New Business**

2.01 Cell Phone Provider for E-rate

**Discussion:** Mr. Lockett thanked Brian Collopy for the 2 executive summaries he submitted regarding this issue. The attached motion is to approve the E-Rate Provider; the contract will be presented for approval at a future date. Bids have been received in response to filing the E-Rate form 470 requesting cellular voice and data services for 65 voice and 5 data plans. Bids were received from Verizon Wireless, and AT&T.

**Action:** The committee voted unanimously to move this to the full board for approval to accept AT&T bid.

**Motion: That the Board of School Directors approves AT & T Cellular as the district Wireless and Data Services provider for E-Rate purposes.**

**Attachments:**

- 2.01: Executive Summary – Cellular Voice and Date Services
- 2.01 ATT – Cellular and Data Quote – WCS D
- 2.01 Verizon Wireless Cellular and Data - WCS D

2.02 Telephone Service Providers (Local & Long distance for E-Rate)

**Discussion:** The attached motion is to approve the E-Rate Provider; the contract will be presented for approval in the future. Bids were received in response to filing the E-Rate for 470 requesting local and long distance telephony services. No bids were received for local services. It was recommended that Qwest, Verizon, AT&T, One Communications and Windstream receive E-Rate reimbursement on local and long distance telephone services.

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

**Motion: That the Board of School Directors approves the existing vendor; Verizon, AT&T, One Communications and Windstream to receive E-Rate reimbursement on local and long distance telephone services.**

**Attachments:**

- 2.02: Executive Summary – Local and Long Distance Services
- 2.02 Qwest Communications – Long Distance

2.03 Bond refunding of Series 2003 & Series 2004

**Discussion:** This agenda item was a follow up discussion regarding Bond Refunding presented at the January 26<sup>th</sup> Special Board Meeting. Mr. Turnquist stated that they would have to schedule the internet auction.

**Action:** No Action

**Attachments:**

- 2.03: Executive Summary Bond refunding
- 2.03 Series 2003 refunding
- 2.03 Series 2004 refunding
- 2.03 WCSD 2009 Refundings

2.04 Consultant for Planning and Growth of the WCCC

**Discussion:** CIT was asked to identify a suitable consultant to do a study of the programs offered at the Warren County Career Center and make recommendations for future needs of Warren County students.

**Resolution:** This resolution was approved at the CIT committee meeting on January 26<sup>th</sup>.

**Motion:** That the Board of School Directors approves the employment of Mr. Barney Knorr, Consultant to complete the WCCC study and report.

**Attachments:**

- 2.04: WCCC Consultant Proposal

**3. Old Business**

3.01 Budget 2009-2010 Process Update

**Discussion:** Dr. Jack Martin stated that at the last finance committee meeting he posed a question on when the board would receive a detailed staffing report for the budget. The response from the Superintendent was that they would receive this report by mid January. He would like to know the status of this report as it is now the end of January. He would like a response as to when this report will be ready. He also asked the committee to consider adopting a standard format for how the board would like to see the staffing presented. He sent out a spreadsheet to some of the Directors for review. He felt that this would expedite the budget process and that this may also help to show a snap shot, at any point in time, of what positions

have been budgeted but have not been approved. This spreadsheet may also show what positions have been approved but have not been staffed and would show all of the current open positions. Mr. Turnquist liked the format of this spreadsheet and stated that he is hopeful as position control and budgeting is in place this information can be pulled into some kind of format. Dr. Martin suggested that if the administration was in agreement they may want to look into filling in the information into this spreadsheet as long as staffing is 70% of the budget.

Mr. Jeff Lockett stated back at the November finance committee meeting there was a recommendation from the Administration concerning cutting the number of credit cards. He asked Dr. Terrill to respond to what had been done concerning this recommendation. Dr. Terrill in turn asked Mr. Turnquist to give an update as to what had been done. Mr. Turnquist replied that to date we have not made any changes. Mr. Lockett read the recommendation the Administration had proposed on November 25<sup>th</sup> and asked that an update be given during the Superintendent statement at the next board meeting.

**Attachments:**

- 3.01: Act 1 Timeline
- 3.01 Budget Policy
- 3.01 Index Resolution Confirmation
- 3.01 PDE 2028
- 3.01 Budget Process Update

3.02 Pentamation training & software update

**Discussion:** Mr. Turnquist stated that due to the significant turnover in central office staff during the past few years it is important to provide training to the current staff and refresher training for the remainder. The training will provide the staff with an understanding of the full functionality of the existing Finance Plus modules. Mr. Turnquist stated that the next available training session is the week of March 2<sup>nd</sup>. Dr. Martin would like a summary of current modules that have been purchased and the district currently pays maintenance on in Pentamation but are not using. He voiced a concern about the issue of data and integrity. It is not clear to him that we have a process to assure that our data sources are reliable, accurate and up-to-date. He stated that this concern is across the board but would like to first take a look at finance and personnel information. Mrs. Oudinot suggested that this issue be discussed at the next Technology committee meeting.

**Attachments:**

- 3.02: Executive Summary – Finance Plus

3.03 Elimination of Per-capita taxes

**Discussion:** Mr. Turnquist stated that due to the eliminating of Per-capita assessors by the Commonwealth, it was decided during fiscal year 2007-2008 to continue collection for only one more year (2008-2009). The district would have to assume the cost of assessors in addition to collectors. He stated that many of the county municipalities and the City of Warren have eliminated per-capita taxes. He would recommend that the district eliminate the per-capita taxes.

**Action:** The committee voted unanimously to send this to the full board for discussion/approval.

**Motion: That the Board of School Directors eliminates Per-capita taxes for the fiscal year 2009-2010.**

**Attachments:**

3.03: Assessment Analysis & Tax increase

**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 – October 08 – Both Sides

4.01 Gas Report – October 08 – Both Sides

4.01 Capital Project Reserve 1.27.2009

4.02 Grant Report

**Discussion:** Mr. Lockett thanked Matt Jones for creating this grant report each month for the board. He stated that it is very helpful to the board members and appreciates the time Matt puts into this report.

**Attachments:**

4.02 FIN – Grant Tracking January 2009

4.03 Goals Update

**Discussion:** No discussion took place on this agenda item.

**Attachments:**

4.03 1-7-09 Copy of 4. Budget Planning Strategies

5.0 Other

Mr. Lockett questioned why policy 4505 and 4601 read the same and why they were in the financial section of the policy manual. Possibly they have been placed in the wrong section or there is a clerical error. The Administration will review these policies and see if there is a clerical error or if these policies need to be taken to the policy committee for review.

**6. Closing Activities**

6.01 Public Comment

No public comment.

6.02 Next Meeting Date – February 24, 2009 at 6:00 - Warren County Career Center

6.03 Adjournment – Kathy Oudinot made the motion to adjourn the meeting at 9:18PM and Dr. Martin seconded the motion.

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