

FINANCE COMMITTEE MEETING

**SPECIAL MEETING MINUTES**

June 10, 2009

Warren County Career Center

**COMMITTEE MEMBERS PRESENT:**

Chairperson, Jeff Lockett  
Kathy Oudinot - Absent  
Dr. Jack Martin  
Tom Knapp

**OTHERS PRESENT:**

Dr. Robert Terrill	Matt Jones
J. Petter Turnquist	Tom Knapp
Kirsten Turfitt	Brian Collopy
Dr. Norbert Kennerknecht	Rosemarie Green
Kim Angove	Cindy Nyquist
Dr. Karen Pascale	Amanda Hetrick
Diane Martin	Amy Stewart

**1. Opening Activities**

**1.01 Call to Order**

Jeff Lockett, Chairperson, called the meeting to order at 3:30PM at the Warren County Career Center.

**1.02 Public Comment**

No public comment at this time.

**2. New Business**

**2.01 Beacon Light Contract 2009-2010**

**Discussion:** Mr. Turnquist reviewed the Beacon Light Contract and stated that it is still a red-lined contract and is not currently complete. He would like to recommend that this contract go to the full board for approval subject to review by the district's Solicitor.

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

**Motion: That the Board of School Directors Approves the Beacon Light contract for Partial Hospitalization for the 2009-2010 School Year subject to review from the Districts Solicitor.**

**Attachments:**

2.01: Warren Partial Hospitalization 2009

**2.02 Technology Quotes**

**Discussion:** Mr. Brian Collopy reviewed with the committee as to where the 485 computers will be placed. He stated that 160 of these computers will be to replace teachers computers. He stated 160 computers will be purchased from this years budget and another 160 will be purchased from the 2009-2010 budget. Mr. Lockett asked how this fit in with the 190 computers presented at another meeting. Brian stated that two-thirds of those computers will go to Title I and the rest will go to the Language Arts Department. Dr. Martin and Mr. Lockett would like to see a plan for

technology and possibly have a plan set up to dedicate funds for future years. Mr. Lockett suggested that after this year's budget we need to take a little breather and then start on 2010-2011 budget and address some of these issues.

**Executive Summary:**

The purchase of 485 computers and 486 monitors will be used as replacements. 141 computers will be for the Special Education Department along with 142 monitors that will be paid out of stimulus funding. While 320 computers and monitors will be Technology Department replacements split between the regular budgets of 2008-2009 and 2009-2010. The remaining 24 computers and monitors will be used for the READ180 curriculum and will be funded by stimulus funds.

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

**Motion: That the Board of School Directors approves the acceptance of the GovConnection quote for \$307,099 for 485 computers.**

**Attachments:**

- 2.02: CBM Computer Quote HP
- 2.02: GCI Computer Quote #2376377
- 2.02: Global Computer Quote 38-09

**2.03 Treasurer Policy**

**Discussion:** Mr. Turnquist would like to have a policy or job description developed for the board treasurer position. He stated that the PA School Code goes back to 1949. Kim Angove stated that she has been in contact with Chris Byham and he has been looking into this issue and would advise where changes need to be made.

**Action:** The committee made a recommendation that this item be brought to the committee of the whole in June with the Solicitor's recommendation and to which committee needs to address this issue.

**3. Old Business**

**3.01 2009-2010 Budget**

**Discussion:** Dr. Martin would like the Administration to think about where in the budget they could find funds for possibly adding 6 totally new positions that have not been negotiated as of yet. He is a firm believer in not surprising people and saying we have all of these new employees so figure out how to pay for them. This was just brought up as an informational item at this time. Dr. Martin asked if there were any uncertainties on the revenue side of the budget. Mr. Turnquist stated that we level funded plus the 4.1% unrestricted. This would be approximately \$1million increase of basic education funding. Dr. Martin questioned if we have allocated the BEF stimulus dollars to the expense side of the budget. Mr. Turnquist responded that it is broken into two pieces. It shows in the summary document and in the budget. Dr. Martin questioned any uncertainties on the expense side that have not been counted for. Mr. Turnquist stated that we have counted for PSERS, heating fuel, benefits, and fuel transportation and felt comfortable that they have addressed most issues.

Dr. Martin put together some documents, for illustrative purposes, that he would like to see included as part of an executive summary of the budget when presented by the Administration. He felt that his proposal would make it much easier for the general public to understand the budget. He reviewed the enrollment of the district and the trend it was following. He recommended a cutback which would reduce the current tax rate from 47 to 45.5 mills. He explained to the committee how he derived to this recommendation. He was doing this as a challenge to the Administration to offset this by going back and examining the budget and find a corresponding reduction in

expenses. Dr. Martin stated that the reduction would not lower the quality of programs offered by the district in the 2009-2010 budget. The reduction of taxes would reflect a \$600,000 decrease in the budget. Mr. Lockett voiced a concern if we had a tax reduction when we have to add it back. He lightly touched on the subject of Alternative Ed and suggested that he would like to see more counseling offered to these students to get them back on the right track. Mrs. Angove asked what amount would be put back in the tax payer pocket. On a \$50,000 property it would generate approximately a \$75.00 tax break. She supported what Dr. Martin was saying however; she felt it would make more of a difference to provide things to students then put money back in the tax payer's pocket. Dr. Martin stated that it is not the magnitude of the money; it is reversing the trend of the cost per student increases and gathering the goodwill that you will gain from the public.

**Action:** Challenged the Administration to receive thoughts from board members as to what programs they would like to see in the budget that is not currently being offered. They would like the Administration to brainstorm and reallocate \$600,000 on the expense side of the budget that will not affect any current students programs. They would like this at the next budget meeting on June 23<sup>rd</sup>.

**Attachments:**

- 3.01: 5.20 2009 Budget govs update
- 3.01: Revenue Expenditure Budget 2009-2010
- 3.01: Long Range Budget Needs
- 3.01: 5 year template updated 6.10.09

**3.02 Execution of Food Service Management Company Contract**

**Discussion:** Mr. Turnquist stated that the Food Service Management Company Contract was received today. He recommended the committee send this to the full board for approval. He stated this needs to be back to the state by June 30<sup>th</sup>.

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

**Motion: That the Board of School Directors approves the PDE Approved FSMC RFP/ Contract, as submitted to the Board of School directors for execution and placed into the minutes at the June 29th Special Board Meeting as presented.**

**4. Informational Items.**

**5. Other**

**5.01 Read 180 Classroom Furniture**

**Discussion:** Mrs. Diane Martin addressed the committee and stated that this item is funded by IDEA stimulus money. This furniture is will go to 4 classrooms at the high school. Dr. Martin questioned how this was going to be paid for if this stimulus money did not come through. He would like a secondary source of revenue explained to the board if this money was not received.

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

**Motion: That the Board of School Directors approves the purchase of specialized classroom furniture for the READ 180 classrooms in the amount of \$23,132 to be funded through 08-09 ACCESS dollars , District Special Education funds 2009-2010,and IDEA funds, and**

**IDEA 09-10 Stimulus funds, contingent upon the allocation of the IDEA Stimulus funds being allocated to the District.**

**Attachments:**

5.01: Read 180 Classroom Furniture

**5.02 List of Bills for June 29<sup>th</sup> Board Meeting**

**Discussion:** Mr. Turnquist would like to present a list of bills at the June 29<sup>th</sup> board meeting. He would like an early cut off in June such as the 25<sup>th</sup> of month so we do not have 2 months of bills for the August meeting.

**Action:** The committee agreed to receive a list of bills at the June 29 meeting.

**5.03 Ramifications of Sale of National City to First Niagara**

**Discussion:** Mr. Turnquist stated due to the challenging process of changing banks he would like to have a month to work on all of the transition. He stated these accounts will not be live until Labor Day week-end and it would help the staff if they have significant amount of time to make these changes if a decision was made in the near future. Dr. Martin stated he would like the local banks to also be included when making a decision.

**Action:** The committee would like the Administration to bring to the board a recommendation at the June 29<sup>th</sup> board meeting

**5.04 Selection of Auditor**

**Discussion:** Mr. Turnquist stated that 2 auditors have submitted a proposal and he would like a decision on this so the auditors can start their field work over the summer.

**Action:** The committee would like the Administration to bring a recommendation to the full board at the June 29<sup>th</sup> board meeting.

**5.05 PlanCon Audits**

**Discussion:** Mr. Turnquist and Dr. Kennerknecht are looking into this issue and hope to have this taken care of because it does impact our reimbursement rate temporarily. Once the audit is complete and submitted we will get the rest of the reimbursement money. The plan con audit will be included in the scope of work for new Auditors. Dr. Terrill stated that John Orlando was looking for additional information and asked if Mr. Turnquist had submitted what he had requested. Mr. Turnquist is presently looking over old data and will make sure they have what then need.

**5.06 SME Licensing**

**Discussion:** Mrs. Stewart stated this would come out of Title I stimulus money. Dr. Martin stated he would also like to see a secondary fund this would come out of in the case that we did not receive the stimulus money.

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

**Motion: That the Board of School Directors approves the purchase of SME licensing, training, implementation and maintenance in the amount of \$127,190 to be funded through 08-09 Title One carry over funding and 09-10 Title One Stimulus funds, contingent upon the allocation of the Title One Stimulus funds being allocated to the District.**

**Attachments:**

5.06: Warren County SME Licensing

**5.07 Impact of Retro Pay for Teacher Bargaining Unit**

**Discussion:** This agenda item will be discussed at a future meeting.

**5.08 State Audit Social Security Reimbursement Project**

**Discussion:** Mr. Turnquist stated that they will be reviewing the social security reimbursement for the last 5 years to see if there will be any adjustments to be made to the district. Agenda item to be discussed at a later date.

**5.09 Pentamation Upgrade**

**Discussion:** This agenda item is just a reminder to the committee that this task is currently being addressed.

**5.10 Finance Plus Module Upgrades**

**Discussion:** This agenda item is just a reminder to the committee that this task is currently being addressed

**5.11 June 30, 2009 Year End**

**Discussion:** This agenda item is just a reminder to the committee that this task is currently being addressed

**Attachments:**

**5.12 Submission of Budget by July 15<sup>th</sup> to PDE**

**Discussion:** This agenda item is just a reminder to the committee that this task is currently being addressed

**5.13 Approved Food Service Contract**

**Discussion:** This agenda item is just a reminder to the committee that this task is currently being addressed.

**6. Closing Activities**

6.01 Public Comment

No Public Comment

6.02 Next Meeting Date – Tuesday, June 23, 2009 at 3:30 in the Curwen Building.

6.03 Adjournment – Dr. Martin made the motion to adjourn the meeting at 5:15PM and Tom Knapp seconded the motion.

Respectfully Submitted,  
Cindy Nyquist, Recording Secretary  
Jeff Locket, Chairperson  
Dr. Jack Martin  
Tom Knapp