

FINANCE COMMITTEE MEETING
SPECIAL MEETING MINUTES
July 28, 2009
Warren County Career Center

COMMITTEE MEMBERS PRESENT:

Chairperson, Jeff Lockett
Kathy Oudinot
Dr. Jack Martin

OTHERS PRESENT:

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

1. Opening Activities

1.01 Call to Order

Jeff Lockett, Chairperson, called the meeting to order at 7:10PM at the Warren County Career Center.

1.02 Public Comment

No public comment at this time.

2. **New Business**

2.01 SMART Board and projector mounting cost

Discussion: Mr. Collopy stated the quote presented is for the mounting of 54 SMART Boards to be installed in classrooms throughout the district. Dr. Martin questioned if the wiring is in place at this time. Dr. Norbert Kennerknecht is taking care of the wiring for each of the rooms. Dr. Martin suggested in the future when projects are being approved that all cost be included in the presentation.

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 SMART Board and projector mounting services with SMART Solution Technologies LP in the amount of \$20,250.

Attachments:

2.01: Warren Smart Board and Projector Mounting

2.02 **Staff Reporting**

Discussion: Staff Reporting has been a concern of the board members for quite sometime. Mr. Lockett would like to have a template used by the Administration for staff reporting to the board. Budget sessions will soon begin and this template would be very helpful for the board to understand staffing needs. Dr. Martin stated he would like the board to review and possibly update policy #2347. He would like to see a richer set of information so everyone can be on the same page.

Action: The Board members will submit a staff reporting template to the Administration that they would like the Administration to use for staff reporting. This template will be reviewed at the next finance meeting.

3. Old Business

3.01 Act 32 Consolidated EIT Collections

Discussion: Mr. Turnquist stated that we are in the process of researching ACT 32 which is in connection with County Wide Consolidated EIT collection.

Although the School District collects the majority of EIT taxes on behalf of the municipalities in the County, 3 municipalities collect on their own behalf.

According to Act 32, each Municipality and School District in the Warren County Tax Collection District must appoint a delegate by September 15, 2009. The Warren County Tax Collection District consists of all Municipalities in the Warren County School District. The Municipalities that are located in Warren County, but are in other School Districts (such as Southwest in the Titusville ASD) will be in the same TCD (Tax Collection District) as their SD; meaning that Southwest Township (Titusville SD) will be in the Crawford County Tax Collection District. The Chairman of the Warren County Commissioner's calls and runs the first meeting until the delegates elects a chairperson, vice chair and secretary. Chris Byham will be in contact with the County's solicitor to coordinate the next steps. Mr. Turnquist recommended that the Board make a decision on a delegate and an alternate delegate and take these names to the full board for approval. Dr. Martin recommended the Business Administration be the delegate with the Board Treasurer as the alternate.

Action: The committee agreed to take this to the board meeting on August 10, 2009 for approval.

Motion: The Board of Directors approves the Business Administrator as the Act 32 delegate and the Board Treasurer as the alternate delegate.

3.02 SB 189

Discussion: Dr. Martin recommended that the Administration distribute copies of the Senate Bill 189 to each board member along with a cost analysis for their review.

Action: The committee agreed to the recommendation made by Dr. Jack Martin

Attachments:

3.02: SB 189

3.03 Head Start Contract

Discussion: Mr. Turnquist reviewed the Head Start contract with the committee and stated this contract is renewed each year.

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

Motion: That the Board of School Directors approves the Head Start Contract document per attached.

Attachments:

3.03: Head Start

3.04 Citrix Renewal

Discussion: Mr. Collopy stated this contract was an annual maintenance fee for Citrix and the price was very close to last year. He recommended that this be taken to the full board for approval.

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

Motion: That the Board of School Directors approves the purchase of Citrix Subscription Renewal in the amount of \$69,187.50.

Attachments:

3.04: Citrix Subscription Advantage – Renewal 2009-2010

3.05 Electronic School board renewal

Discussion: Dr. Martin commented that his biggest challenge with ESB is when things get changed he does not have a good record as to what has been changed. He stated that he does not see a trail as to what information has been updated and changed and has to go back and study everything from the beginning. He would like to see someday they could put in an audit trail so updated and changes could be reviewed. Mrs. Stewart will look into a field that is not currently being used and will address this issue. She stated that they spend all month putting together agendas and once these items are pushed through their work flow they no longer can see them. They can not see the agenda being built and would like to tweak those permissions to get them to that level. Mr. Lockett and Mrs. Angove were in agreement that these permissions could be tweaked. Mr. Collopy stated that they are working on the updates that the board has requested.

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 Electronic School Board for one year in the amount of \$10,900.

Attachments:

3.05: ESB document

3.06 Jefferson Defrees Food Service Contract

Discussion: Mr. Turnquist stated that this contract has not yet been put on ESB but the updated contract was the same as the prior year.

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

Motion: That the Board of School directors approves the Food Service contract with Jefferson Defrees per the attached document.

Attachments:

3.06:

4. Informational Items.

4.01 Banking Transition Update

Discussion: Mr. Turnquist updated the committee on the transition to change district accounts to Northwest Savings Bank. The Business Office will be working the month of August to finalize this transition.

Action: No action

4.02 Financial & Energy Reports

Discussion: Mr. Turnquist stated that these financial reports were on ESB for review at the board's convenience.

Action: No Action

Attachments:

- 4.03 Electric Report – May 09 – Both Sides
- 4.03 Gas Report – May 09 – Both Sides
- 4.03 Capital Project Reserve 7.28.2009

4.03 Donation of obsolete district cell phones

Discussion: Mr. Lockett informed the committee that the district has cell phones that no longer work with our new supplier and that all cell phones that have been turned off will still be capable of contacting 911. Donating these cell phones will get into the hands of seniors or other people who need to contact 911. District cell phones replaced by the last contract are no longer functional for the district and are obsolete. The district is working with the Warren County Sheriff's office to donate the old phones for this purpose.

Action: No board action required.

4.04 SB 971

Discussion: Mr. Turnquist stated that this deals with amendment to Tax Collection statute. This has to do with when a Tax Collector is not elected or vacancies occur, the district can appoint an employee to collect taxes. There could be board action required if we did have to appoint an employee to collect taxes.

Action: No Action

Attachments:

- 4.04 sb971

5. Other - Update

Mr. Lockett asked Mr. Kimio Nelson to update the committee regarding BusBoss. Mr. Nelson stated that BusBoss and Pentamation are not transferring information accurately. He feels BusBoss is not addressing the needs of the district. Mr. Lockett asked if he had a chance to look at what Transfinder has to offer. Mr. Nelson did attend a demonstration from this routing company and stated that they are willing to lend us handheld GPS to try. He feels that a GPS system is far more accurate than a straight mapping system. Mr. Nelson stated that they are currently reviewing vendors for other routing programs that may be better suited to our needs. Mr. Lockett stated that we should perform test data with other companies to see if we are compatible and that there is some integration. Mr. Stewart stated that as soon as this school year is in session they will begin to look into new programs and will report back to the board.

Mr. Turnquist requested to bring a year end budget transfer adjustment to the August board meeting. This will be placed under other at the board meeting.

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

Motion: That the Board of Directors approves the year end budget transfer adjustments per the attached document.

6. Closing Activities

6.01 Public Comment

No Public Comment

6.02 Next Meeting Date – September 1, 2009 – Warren County Career Center – 6:00PM

6.03 Adjournment – Kathy Oudinout made the motion to adjourn the meeting at 7:50PM and seconded by Dr. Jack Martin.

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