

FINANCE COMMITTEE

MINUTES

May 31, 2011

WARREN COUNTY CAREER CENTER

COMMITTEE MEMBERS PRESENT:

John Grant – Chairperson
Mary Anne Paris
Jeff Lockett

COMMITTEE MEMBERS ABSENT:

OTHERS PRESENT:

Dr. Robert Terrill
Rosemarie Green
James Grosch
Amy Stewart
Amanda Hetrick
Mike Kiehl
Cindy Nyquist

Tom Knapp
Jack Werner
Kim Angove
Paul Yourchisin
Arthur Stewart
Brian Collopy
Jim Miller

1. Opening Activities

1.01 Call to Order

Mr. John Grant called the meeting to order at 12:10 AM at the Warren County Career Center.

1.02 Public Comment

No public comment at this time.

1.03 Approval of the Agenda

Agenda Approved

2. New Business

2.1 Computer & Monitor Purchase – Title I & Special Education

Discussion: Quotes for replacement computers and monitors were solicited totaling \$150,000 made up of Federal funds from Title I and Special Education.

Attached were 3 quotes requesting the most computers and monitors possible. GovConnection has the lowest quote and provided the most equipment of all vendors. It was noted that Title I would contribute \$135,000 and Special Education would contribute \$15,000 to the purchase.

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

Motion: That the Board of School Directors approves the quotes from GovConnection to purchase 243 computers with a memory upgrade and 243 17" Acer LCD monitors for a total of \$149,619.96.

Attachments:

- 2.1 CDW Computer-monitor quote
Govconnection Quote
Warren SD Global Quote
Executive Summary – Title I and Special Education Technology Purchase

2.2 Websense Web Security Renewal

Discussion: Websense Web Security is the software package used by the district to filter web access, provide internet utilization reports and remain compliant with eRate requirements. The FCC has set regulations that all schools and libraries accepting eRate reimbursement must filter all the web traffic from the organization.

The quote provided is through the IU5 which has secured consortium pricing for a 3 year contract. The new pricing realizes a savings from our current contract of \$350 per year. The licensing suggested covers all computers in the district. Funding is currently available through the regular Technology Maintenance Contract account, while future installments will be included in the Technology budget.

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

Motion: That the Board of School Directors approves the 3 year contract from the IU5 consortium to purchase 2500 seats of Websense Web Security for \$11,250.

Attachments:

- 2.2 Websense 3 Year Participation Form 2011
Executive Summary – Websense Web Security Renewal

2.3 Sungard Software Migration

Discussion: Sungard has provided a professional services quote to finalize migration and updating of their software to the new data center. The following quotes include an update of Cognos, and migration of Finance+, Eschool+ and IEP+. The professional services will be done remotely and have been discounted to reflect work that the Technology Department and the AEC Group have already performed.

The initial cost of the migration will be covered out of Technology Capital Reserve, while future maintenance agreements will be budgeted through the normal process.

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

Motion: That the Board of School Directors approves the quote from Sungard for the amount of \$25,360 for the update and migration of Cognos, \$6,150 for the migration of Finance+, \$6,000 for the migration of Eschool+, and \$2,500 for the migration of IEP+ .

Attachments:

- 2.3 Warren County PA Cognos
- Warren eSP 6K services 2011
- Warren IEP 6K services 2011 no amc
- Warren SD eFP HP 2011 disc
- Executive Summary – Sungard Migration – Cognos, Eschool+

2.4 Request to Purchase Elementary Consumables for the 2011-2012 School Year.

Discussion: Each year we purchase consumable handwriting and math materials for grades K-3 from the regular textbook account. The last two years we have purchased English grammar workbooks for grades 3-5 from Title I stimulus dollars. Money has been set aside in both those accounts to purchase these materials for the 2011-2012 school year. These are materials necessary to support these curriculum areas at these grade levels. The cost are listed below

Mat	\$30,792.07
Handwriting	\$8,997.50
English	\$9,643.92

The math and handwriting will be funded from the 2010-2011 Textbook account. The English workbooks will be funded using Title I 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 math, handwriting and English consumables at the costs noted on the purchase requests.

Attachments:

- 2.4 Handwriting without Tears P.O
- Houghton Mifflin Harcourt
- Pearson Scott Foresman P.O.

2.5 Head Start Contract

Discussion: There are no contractual changes vs. 2010-2011. It was noted that meals are reimbursed by Head Start.

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

Motion: That the Board of School Directors approves the unchanged Head Start Contract for a period of one year.

Attachments:

- 2.5 Head Start Contract

2.6 Depositories for the Fiscal Year 2011-2012

Discussion: All depositories are currently being used excluding PSDLAF. Further research will be conducted in the future to review WCSD Investments.

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

Motion: That the Board of School Directors approves the Depositories for the Fiscal year 2011-2012 per the attached document

Attachments:

2.6 Depositories

2.7 School Supplies Bid

Discussion: These are warehouse purchases that will be expensed to schools as requested. There is a \$25K reduction planned for school supplies. This bid does not include Copy Paper Bid (approx. \$30,126.40) and Instructional Supplies being purchased through Northwest Tri County Intermediate Unit Joint Purchasing (approx. \$14,288.00)

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

Motion: That the Board of School Directors approves the Supplies Bid Awards per the attached documents.

Attachments:

2.7 School Supplies Bid 2011-2012
Prior Year Bid 2010-2011

2.8 GRANT: Food Service Equipment Grant – FIN – Mr. John Grant

Discussion: This is 100% grant funded.

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

Motion: That the Board of School Directors instructs the administration to develop a Food Service Equipment Grant application for any eligible building in the Warren County School District with identified food service equipment needs.

Attachments:

2.8 Food Equipment Summary

3. Old Business

4. Informational Items

4.1 2009-2010 Audit Report

Discussion: Mr. John Grant stated that he felt the only 2 options that we have regarding the Audit Report Draft would be to hand out this draft report for review

by Board members and then they could contact the Administration for answers. The other option would be to wait until Buzz Felix could come to the July meeting and present the approved Audit Report and answer questions.

Action: The committee requested that the draft audit report be handed out and they would review this document and submit questions to Mr. Grosch for clarification.

4.2 Financial Reports

Discussion:

Attachments:

- 4.4 Capital Project Reserve May 24, 2011
- 4.4 Capital Projects May 24, 2011
- 4.2 Electric Report – February 2011
- 4.2 Gas Report – February 2011

4.3 Tax Anticipation Note

Discussion: We are reviewing the potential need for a Tax Anticipation Note. Although this investigation is ongoing, it currently appears we might need a \$4,000,000.00 Tax Anticipation Note to cover July and August payroll and expenditures. We continue to monitor our cash flow needs and will provide a more detailed request for a Tax Anticipation Note when or if necessary.

5. Other

6. Closing Activities

- 6.01 Next Meeting Date – Tuesday, June 27, 2011 at 9:00PM – WCCC
- 6.02 Executive Session - None
- 6.03 Adjournment – 12:20 a.m.

Respectfully Submitted,
John Grant, Chairperson
Mary Anne Paris
Jeff Lockett
Cindy Nyquist, Secretary