

FINANCE COMMITTEE

***MINUTES***

July 25, 2011

WARREN COUNTY CAREER CENTER

COMMITTEE MEMBERS PRESENT:

John Grant – Chairperson  
Mary Anne Paris

COMMITTEE MEMBERS ABSENT:

Jeff Lockett

OTHERS PRESENT:

Donna Zariczny, Board Vice-President  
Jack Werner, Board Member  
Paul Yourchisin, Board Member  
Tom Knapp, Board Member  
Robert Terrill, Superintendent  
Amanda Hetrick, Director  
Amy Stewart, Director  
Diane Martin, Director  
Jim Grosch, Director  
Brian Collopy, Administrator  
Matt Jones, Administrator  
Mike Kiehl, Administrator  
Melissa McLean, Recording Secretary  
Brian Ferry, *Times Observer*  
Eric Tichy, *Times Observer*

**1. Opening Activities**

1.01 Call to Order

Mr. John Grant called the meeting to order at 9:18 PM at the Warren County Career Center

1.02 Public Comment

Anne Perrill -- Son entering fifth grade at RES and is accelerated and taking some sixth grade classes. She questioned how they are going to get him to EMHS if the sixth graders are moved to that building.

**2. Old Business**

**3. New Business**

**3.1 2009-2010 Audit**

**Discussion:** This discussion took place at the last meeting.

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

**Motion: That the Board of School Directors acknowledges the receipt of the 2009-2010 Annual Audit and places it in the Board minutes.**

**Attachments:**

3.1 Warren County School District 2010 Single Audit

**3.2 AEC Group Post-Project Help Desk Support Contract**

**Discussion:** Mr. Jim Grosch stated that the three month agreement is to provide support for technical assistance, on-going search to understand replacement needs during the time period. Mr. Grant stated that the dollars available are coming from the person's salary that we are not filling.

Help desk services will include:

- 8:30 am – 5:00 pm coverage, Monday – Friday
- Unlimited help desk incident submissions
- Reduced rate on-site or remote support; 8:30 am – 5:00 pm
- Two (2) hour response to confirm logging of queued support requests
- Up to six (6) hours of support for each submitted incident
- Access to an emergency/after hours/holiday response team
- Problem tracking/reporting
- Technical expertise and knowledge base

The Help Desk Support contract will fill the gap left by the resignation of the former WCSD Technology/Information Systems Specialist. The administration will use the contract period to determine how best to address the position vacancy moving forward.

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

**Motion: That the Board of School Directors approves a Post-Project Help Desk Support contract with the AEC Group, in the amount of \$4,500.00, to start on September 1, 2011, and conclude on November 30, 2011.**

**Attachments:**

3.2 WCSD Help Desk Support Contract

**3.3 Joint Purchasing Bid**

**Discussion:** This agenda item and motion took place during the special board meeting.

**Attachments:**

3.3 Fin Approval memo IU bid 6.11

**Motion: That the Warren County Board of School Directors approve the purchase of supplies and copy paper from the IU5 as presented for the 2011-2012 school year.**

**3.4 2012-2013 Budget Development**

**Discussion:** This resolution is to kick off the 2012-2013 budget process while using the work that was done for the 2011-2012 budget as the foundation.

Key areas to address while beginning this process include:

\*Develop a calendar that includes all deadlines and milestones to be achieved.

\* Establish & determine the role of the Ad Hoc Budget Committee.

Mr. Grant wants to lay the groundwork for the purpose of emphasizing that we have a lot of work to do such as:

- MFP
- New Superintendent
- New Board Members coming in
- At the same time that we reorganize the Board on December 5, we have to have a decision if we are going to referendum for 2012-13
- Preliminary timeline is for review to take action on at August board meeting and establish what needs to be done for the 2012-13 budget
- If we review our five year long range outlook at finances, the probability of exceeding what is allowed by law would be high
- Look at a calendar that gets us there proactively
- By January 5 we have to have a preliminary budget approved or state that we are going to referendum

**Motion: That the Board of School Directors of the Warren County School District directs Administration to begin the Budget process for the 2012-2013 school year using the work done on the 2011-2012 budget as the foundation.**

**Attachments:**

3.4 Calendar 2012-13

**4. Informational Items**

4.1 Donation of Cell Phones

**Discussion:** The Warren County School District has changed cell phone vendors. As a result, the previous vendor's phones have been replaced with handsets from the new vendor. All cell phones targeted for donation were acquired at no charge to the district as part of the service plan.

AMVETS Post #50 in Sugar Grove has submitted a written request to the district, asking that the phones from the previous vendor be donated to their organization. AMVETS maintains a collection system for cell phones, which are refurbished and provided to local military veterans for emergency calling use.

**Attachments:**

4.1 Cell Phone Donation Summary  
Cell Phone Donation Request

4.2 Financial Reports

**Discussion:** No discussion took place

**Attachments:**

- 4.2 Capital Project Reserve July 22, 2011
- Capital Projects July 26, 2011
- Electric Report – April 2011
- Gas Report – April 2011
- WEC Self Funding Analysis June 2011
- List of Bills Report 07.23

**5. Other**

5.1 2012-2013 Budget development related items.

**Discussion:** Mr. John Grant stated that nothing is left off the table and noted that facilities and budget development are intertwined. If we don't demonstrate proactive development we won't have any support on a referendum of any kind. He does not believe we will need EMHS for the 2012-2013 school year and with appropriate redistricting we can re-house without renovations at WAHS or YHS. He would like to see the following:

- We already know how many kids we're going to have
- Renovation at SAMHS for K-12
- Renovation at EMHS need not be done, drop QZAB
- Renovation at WAHS is not needed
- Renovation at YHS is not needed
- Renovation at PTS is not needed
- BWMS needs renovation, and we should do QZAB
- SAMHS renovation for K-12 should be moved ahead
- Find a better more effective way to house our kids and pay for it for 12-13 that the community might be willing to support in a referendum

Dr. Robert Terrill has already begun looking at enrollments and options and would like to make a proposal at the next Board meeting to address some of the issues that Mr. Grant has raised. Mr. Grant stated he is comfortable with referendum and feels this is a great way for the community to voice their opinions.

**6. Closing Activities**

6.01 Next Meeting Date – August 22, 2011 at the Warren County Career Center

6.02 Executive Session - None

6.03 Adjournment – 9:44 PM

Respectfully Submitted,  
John Grant, Chairperson  
Mary Anne Paris