

FINANCE COMMITTEE

***MINUTES***

October 25, 2011

WARREN COUNTY CAREER CENTER

COMMITTEE MEMBERS PRESENT:

Mary Anne Paris

Jeff Lockett – Chairperson for this meeting

COMMITTEE MEMBERS ABSENT:

John Grant

OTHERS PRESENT:

Jack Werner, Board Member

Paul Yourchisin, Board Member

Tom Knapp, Board Member

Brandon Hufnagel, Superintendent

Amanda Hetrick, Director

Amy Stewart, Director

Diane Martin, Director

Jim Grosch, Director

Matt Jones, Administrator

Mike Kiehl, Administrator

Brian Collopy, Administrator

Jim Miller, Athletic Supervisor

Melissa McLean, Recording Secretary

Brian Ferry (WTO)

Mr. Cotton (WTO)

**1. Opening Activities**

1.01 Call to Order

Mr. Jeff Lockett called the meeting to order at 7:59 at the Warren County Career Center. He asked Tom Knapp to sit in on the meeting.

1.02 Public Comment - None

**2. New Business**

**2.1 IU 5 Contract 2011-2012**

**Discussion:** The fees for the IU5 General operating and School improvement services is \$87,450.05 for 2012-2013 vs. \$87,967.27 for 2011-2012 or a reduction of \$517.22

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

**Motion:** That the Board of School Directors approves the 2012-2013 budget for the Northwest Intermediate Unit per the attached document.

**Attachments:**

- 2.1 District Contribution IU 5 Budget  
IU Contract 2012-2013 Budget

**2.2 Earned Income Tax Financial Audit – June 30, 2010 ad 2009**

**Discussion:** Mr. Grosch stated that this is the actual final audit and there were no findings reported.

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

**Motion: Requesting that the Board of School Directors acknowledges this Audit and be entered into the November board minutes.**

**Attachments:**

- 2.2 EIT Audit – June 30, 2010

**2.3 Warren County Tax Collection Committee – EIT Collection Proposal**

**Discussion:** The Tax Collector Agreement is an agreement between the Tax Collection Committee (TCC) and the WCSD. This agreement establishes that the TCC will use the WCSD to provide tax collection services to comply with Act 32.

The WCSD - EIT proposal is the proposal being made by the WCSD to the TCC for services to be provided and fees to be charged for EIT and LST collections.

The WCSD EIT proposal (Berkheimer costs) are fees that Berkeimer charges to delinquent taxpayers, as outlined in the EIT Proposal.

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

**Motion: That the Board of School Directors approves the Earned Income Tax Collection Services proposal per the attached document.**

**Attachments:**

- 2.3 EIT Office – Tax Collector Agreement  
WCSd – EIT Proposal  
WCSd – EIT Proposal (Berkeimer costs)

**2.4 Network Upgrade**

**Discussion:** The Technology Department has seen an increase in bandwidth requirements related to some of the new technology deployed in the data center upgrade project. The increased bandwidth needs have highlighted the need for upgrading currently installed Cisco switches in the buildings. In addition, the switches currently installed in the buildings are approaching the end of their useful life span. In fact, several of the switches in question have failed over the past two months.

The department is proposing upgrading both core switches and classroom switches. Core switches connect each building to the district data center, while classroom switches connect the computers in each building to the local area network (LAN) for each building.

Cisco products have been quoted based on state contract pricing. Two quotes have been

provided. One quote listed for \$154,617 includes core switching equipment for each WCSD site. The second quote for \$468,445 was received to encompass all necessary upgrades from the core of each building to the classroom level.

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

**Motion: That the Board of School Directors approves the proposal from OpenArc to replace all switches and associated networking components included in the quote with installation at the cost of \$468,445.**

**Attachments:**

- 2.4 Total Switch Deployment Summary
- Core Switches Q1083-1
- Executive Summary – Network Upgrade
- All Switches Q1083C-SP
- WCSD – Network-Sample

### **3.0 Old Business**

### **4.0 Informational Item**

#### **4.1 Financial Reports**

**Discussion:** Presented for review.

**Attachments:**

- 4.1 Capital Project Reserve July 2011
- Capital Projects
- Electric Report – July 2011
- Gas Report – July 2011
- WEC Self-Funding - September 2011
- Treasurer's Report 10.25.11

#### **4.2 Tax Anticipation Loan**

**Discussion:** Mr. Grosch stated that the \$5 million loan that was taken out at the first of the school year will be paid back on October 26, 2011. This loan was originally scheduled to be paid on December 1<sup>st</sup> but by paying this back early the district will save \$17,050.00. The Warren County School District will be repaying the Tax and Revenue Anticipation loan of \$5,000,000 plus \$26,950.67 of interest and fees on October 26, 2011.

**Attachments:**

- 4.2 Copy of TRAN 2011 Board Meeting

#### **4.3 Food Services Collection**

**Discussion:** Mr. Grosch stated that first notices went out about 3 weeks ago and we have collected approximately \$26,000 to this point. The next round of letters will explain to parents that payment needs to be made or the account will be sent

to the magistrate office. There will be no cost to send delinquent lunch obligations to the magistrate because any additional costs will be applied to the balance owed.

## **5. Other**

5.01 Mr. Grosch stated that budget transfers happen periodically and he asked that this be put under “other” at the November 1<sup>st</sup> and November 15<sup>th</sup> meeting.

## **6. Closing Activities**

6.01 Next Meeting Date – TBA at November 21, 2011 Board Meeting

6.02 Executive Session – None

6.03 Adjournment – 8:25 pm

Respectfully Submitted,  
Jeff Lockett, Chairperson  
Mary Anne Paris  
Tom Knapp