

FINANCE COMMITTEE

MINUTES

MAY 29, 2012

WARREN COUNTY CAREER CENTER, LARGE CONFERENCE ROOM

**COMMITTEE MEMBERS PRESENT:**

Mr. John Grant, Committee Chairperson  
Ms. Mary Anne Paris  
Ms. Nancy McDanel

Miss Kellie Lindstrom, Student Rep.  
Mr. James Grosch, Director of Business  
Services

**COMMITTEE MEMBERS ABSENT:**

None

**OTHERS PRESENT:**

Mr. Arthur Stewart, Board President  
Ms. Donna Zariczny, Board Member  
Dr. Paul Yourchisin, Board Member  
Mr. Michael Zamborik, Board Member  
Mr. Jack Werner, Board Member  
Mr. Tom Knapp, Board Member  
Mr. Dan Natterman, Aramark  
Mr. Ken Stablein, Aramark  
Mr. Josh Cotton, *Times Observer*  
Members of the Public

Ms. Amanda Hetrick, Director  
Ms. Amy Stewart, Director  
Ms. Diane Martin, Director  
Mr. Jim Miller, Administrator  
Mr. Matt Jones, Administrator  
Mr. Paul Leach, Administrator  
Ms. Claudia Solinko, WCEA President  
Ms. Melissa McLean, Secretary  
Mr. Ben Klein, *Times Observer*

**1. Opening Activities**

**1.1 Call to Order**

The meeting was called to order at 8:38 p.m. by Committee Chairperson Mr. John Grant.

**1.2 Public Comment**

None

**2. New Business**

**2.1 WebSense License Renewal**

**Discussion:**

WebSense 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 district is in year 2 of a 3 year agreement benefitting from consortium pricing provided by IU5. The licensing covers all computers in the district.

Action:

The committee agreed to forward this to the Board for approval.

Motion:

That the Board of School Directors approves the quote for year 2 of our 3 year contract from the IU5 consortium to renew 2500 seats of Websense for \$11,250.

Attachments:

Executive Summary-Websense License Renewal 2012-2013  
Websense Participation Form 2012-2013

## **2.2 WebSense Security Gateway Upgrade**

Discussion:

WebSense, the district's web filter has been updated to accommodate advances in secure connection technology. Purchasing the related appliance and additional licensing for the update will provide the district with greater flexibility and control over web traffic filtering.

It was suggested that having a timetable for the various software items that the Board has to approve would be helpful. It was noted that this information is available in the maintenance contract budget. It can, and will, be provided easily by the technology department.

Action:

The committee agreed to forward this to the Board for approval.

Motion:

That the Board of School Directors approves the quote to upgrade WebSense to the Web Security Gateway for the amount of \$12,426.91.

Attachments:

WebSense Web Security Gateway  
Executive Summary-WebSense Security Gateway Upgrade 2012-2013

## **2.3 Transportation Services Contract Addendums**

Discussion:

Mr. Kiehl, WCSD Transportation Manager and the transportation contractors have been negotiating changes to the current "Agreement". The proposed changes include: WCSD agrees to operate with basically the same fleet as in the 2011-2012 school year; the carriers agree to a one

year freeze on rate increases effective with the 2012-2013 school year; WCSD agrees to allow the carriers to extend the life of their transportation vehicles by one year; and WCSD agrees to renegotiate the “Agreement” should WCSD change the normal school week from five to four days. The net savings from the proposed addendums is anticipated to be approximately \$160,000. Appreciation was expressed to the transportation contractors and Mr. Kiehl for the combined efforts in negotiating the changes.

Action:

The committee agreed to forward this to the Board for approval.

Motion:

That the Board of School Directors approve the attached three addendums pertaining to the contracted transportation agreements between the Warren County School District and its contracted pupil carriers.

Attachments:

Addendum Proposal.Yellow Bus FinMtg 5.29.12  
Addendum Proposal.Extra&Co-Curr FinMtg 5.29.12  
Addendum Proposal.SmallCarrier.FinMtg 5.29.12

## **2.4 School Supplies Bid**

Discussion:

These are warehouse purchases that will be expensed to schools as requested. There is a \$14,889.48 reduction planned for school supplies. The warehouse and purchasing office employees have been diligent with using surplus inventory, leading to a significant savings for next year. This bid does not include Copy Paper Bid (\$29,315.60) and Instructional Supplies being purchased through Northwest Tri County Intermediate Unit Joint Purchasing (approx. \$5,010.47).

Action:

The committee agreed to forward this to the Board for approval.

Motion:

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

Attachments:

School Supplies Bid 2012-2013  
Prior Year Bid 2011-2012  
Comparison Info (4 years)

## **2.5 Reverse Auction Bid**

Discussion:

This is a reverse auction to purchase copy paper. The purchase amount of \$29,315.60 is a savings of \$1,250.80 from the 2011-12 school year.

Action:

The committee agreed to forward this to the Board for approval.

Motion:

That the Board of School Directors approves the Reverse Auction Award per the attached documents.

Attachments:

Reverse Auction Copy Paper Bid 2012-2013  
Comparison Info (4 years)

## **3. Informational Items**

### **3.1 Financial Reports**

Discussion:

Presented for review.

Attachments:

WEC – Self Funding Analysis – April 2012  
Treasurer Report 05.29.12  
Capital Projects  
Capital Project Reserve 2012.05.29.12  
QZAB Treasurer Report 05.29.12  
Electric Report – February 2012 – Chart and Graph  
Electric Report – February 2012 – Chart  
Electric Report – February 2012 – Graph  
Gas Report – February 2012 – Chart and Graph  
Gas Report – February 2012  
Gas Report – February 2012 – Graph

### **3.2 Update on Food Services Program and Summer Food Program**

Discussion:

The Board asked for a RFP this year for the regular Food Services Program and to also look at candidates for an in-house program. The pre-bid meeting was held on May 24<sup>th</sup> and the bid opening is scheduled for June 7<sup>th</sup>. We are working with Aramark on a summer food program for this summer; the 21<sup>st</sup> Century Grant also requires a food program. The summer food program will begin on June 12<sup>th</sup> at two sites: YEMS and WAEC. WAEC will be the site for the 21<sup>st</sup> Century Grant Program, with

participation expected to be 60-75 students for the program running through July 31<sup>st</sup>, the date the 21<sup>st</sup> Century Grant program ends. The YEMS site will offer food through August 12<sup>th</sup>.

Aramark representatives, Mr. Dan Natermann, District Manager and Mr. Ken Stabelin, General Manager, were in attendance and presented an update on the current food service program. Mr. Natermann has been continuously tracking progress of the program since February; improvements have been made, positive results seen, and the purpose of the update was to inform the Board of the progress. New attention has been paid to the program this year, working with building administration, discovering root causes of problems and putting proactive measures in place. Aramark is reviewing menus, ensuring compliancy with new regulations while providing a quality product that is well received by students, as well as continuing to monitor speed of service.

#### **4. Other**

##### **4.1 Communication**

Discussed the need for the administration to have clear communication informing parents/students district-wide of any changes that will occur in how the schools communicate with them next year.

#### **5. Closing Activities**

##### **5.1 Next Meeting Date**

Monday, June 25, 2012 following Physical Plant and Facilities Meeting;  
Warren County Career Center

##### **5.2 Executive Session**

None

##### **5.3 Adjournment**

Meeting adjourned at 9:06 p.m.

Respectfully Submitted,

Kathleen Knupp, Secretary  
Mr. John Grant, Chairperson  
Finance Committee