

FINANCE COMMITTEE

MINUTES

August 27, 2012

WARREN COUNTY CAREER CENTER, LARGE CONFERENCE ROOM

**COMMITTEE MEMBERS PRESENT:**

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

**COMMITTEE MEMBERS ABSENT:**

None

**OTHERS PRESENT:**

Mr. Arthur Stewart, Board President	Mr. James Grosch, Director
Mr. Tom Knapp, Board Member	Ms. Diane Martin, Director
Dr. Paul Yourchisin, Board Member	Mr. Matt Jones, Administrator
Mr. Michael Zamborik, Board Member	Mr. Brian Collopy, Administrator
Mr. Jack Werner, Board Member	Mr. Mike Kiehl, Administrator
Mr. Brandon Hufnagel, Superintendent	Ms. Melissa McLean, Secretary
Ms. Amanda Hetrick, Director	Mr. Josh Cotton, <i>Times Observer</i>
Ms. Amy Stewart, Director	Mr. Jacob Perryman, <i>Times Observer</i>

**1. Opening Activities**

**1.1 Call to Order**

The meeting was called to order at 7:51 p.m. by Mr. John Grant, Chairperson.

**1.2 Public Comment**

None

**2. New Business**

**2.1 Special Education IU5 Contract for the 2012-13 School Year**

Discussion:

Mrs. Martin explained that this is a renewal contract and the cost is variable to the number of children involved. The services provide for occupational therapy, physical therapy, and visually impaired services for the identified students. The draft contract presented needs to be adjusted to reflect the removal of one student from the services provided. The new contract figure is \$142,682.31.

Action:

The committee agreed to forward this to the Board for approval with the latest figure reflected in the motion.

Motion:

That the Board of School Directors approves the IU5 Special Education Contract for the 2012-2013 school year.

## **2.2 Central Office Phone System Replacement**

Discussion:

OpenArc is working with the technology department to provide a quote for an IP standards based phone system replacement for Central Office. This system fully replaces what currently exists, and adds several features such as bridged conference calling and web based management. Phones will be installed in each office and common area. The phone system will also replace the building intercom system. This quote will cover all equipment, installation and configuration as well as a one year maintenance agreement.

This type of equipment is able to be moved anywhere because it is VOIP and runs off of a server. It should pay for itself in two years or less, creating a long term benefit. The goal is to update all the phones in the district in the next two years. Discussed the fact that the district will lose eRate reimbursement for this year because this system was not included in the eRate application process, but going forward it will be an allowable reimbursement. It was also noted that when we reduce our expenses our eRate revenue will also go down.

Action:

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

Motion:

That the Board of School Directors approves the quote from OpenArc for \_\_\_\_\_ to cover hardware, installation, configuration and maintenance on a phone system replacement for the Central Office administration building.

## **2.3 Race to the Top Grant – Devices & Infrastructure Development**

Discussion:

The District received Race to the Top Grant dollars to support staff evaluations. Monies may be used in part to purchase computers or similar devices to aid in the evaluation. The District proposes purchasing iPads that will allow the administrators to easily move from classroom to classroom

while performing the evaluations as mandated by PDE and Race to the Top guidelines. The bulk of the funding received by Race to the Top Grant is focused on the professional development piece, supporting the training that is being given.

The Technology Department is planning a limited deployment of wireless infrastructure in each administrative area of each building, which will directly support the use of the evaluation tools. Quotes for the wireless infrastructure are being developed and will be brought forth at the September board meeting.

Action:

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

Motion:

That the Board of School Directors approves the purchase of Race to the Top devices and development of a wireless infrastructure. (Motion to be reworked once quotes are received.)

#### **2.4 Jefferson DeFrees Family Center Food Service Contract**

Discussion:

Services will be provided for the 2012-2013 school year as they were during the 2011-2012 school year. Meals will be prepared and delivered in advance should the scheduled delivery day fall on a non-working day for the district. The district is reimbursed fully for meals, there is no burden to the district.

Action:

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

Motion:

That the Board of School Directors approves the Jefferson DeFrees Family Center Food Service Contract for a period of one year as presented with an agreement date of August 28, 2012.

#### **2.5 Beacon Light Educational Service Agreement for 2012-2013**

Discussion:

Concerns were raised regarding the language in the contract that states intensive services will be provided, but no list of the intensive services or a way to measure student progress is articulated in the contract. It was noted that this particular agreement is for one student and the student's progress will be closely monitored, gains measured and noted at IEP meetings. The Superintendent explained that future agreements will include a section to define the types of intensive services and measurement of such, and that no agreement will be written unless there is

a clear, valid reason to send students out of the area. He assured the Board of Directors that he is implementing a procedure that will protect district dollars. Any allocation of district dollars that occurs in an IEP must be pre-approved by him before being written into an IEP.

Action:

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

Motion:

That the Board of School Directors approves the agreement with the Beacon Light Behavioral Health Systems for the 2012-13 school year.

**3. Old Business - None**

**4. Informational Items**

**4.1 Financial Reports – No Discussion**

**4.2 Food Service Contract Update**

Discussion:

Mr. Grosch explained that the RFP has been approved by PDE and we are now waiting for the original document to be returned to us for signatures from Aramark, after which the district will sign. The sites have been approved and the sponsor application is complete, so after the signature pages are intact the document will be submitted back to PDE by September 30th. Chef Laurie from Millcreek and Aramark's Ken Stablein will be in the district for three days during the first week of school for additional support as we start the new school year.

Action:

None

**5. Other**

**5.1 Budget Transfer**

Discussion:

A resolution will be presented under the consent agenda for the appropriate transfer of dollars as discussed in PACCA.

Action:

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

Motion:

That the Board of School Directors approves the budget transfer as presented.

## **5.2 National Forest Revenue**

### Discussion:

Federal money is received in areas where the national forest is situated within the county. A bill was passed to create a revenue sharing mechanism for distribution of revenue generated from the national forests. These revenues were generated to support public roads and public schools, and the payments have decreased due to the decline in timber sales. When the timber harvests began to decline, an organization was formed to advocate for relief from the declining revenues: Secure Rural Schools Act. This Act was reauthorized for fiscal year 2012 with some significant changes. Each county in which a national forest is located must elect to receive a share of the State payment or a share of the State's 25% payment and the election must be made by September 30<sup>th</sup>. The election needs to be made by the County Commissioners, not the school district. The revenue is shared with the one half going to the school districts and the other half to the townships for roads. The district must be a strong advocate for the manner that the county elects to receive the payment; therefore, it would be advantageous to schedule a special forum where we invite Mr. John Peterson and/or colleagues of the Allegheny Forest Alliance to present information to our Board, community, and other stakeholders where there can be creative negotiations and mutual problem solving occurring.

### Action:

The committee agreed Mr. John Peterson or delegate should be invited to present information. The board secretary will invite the commissioners, township supervisors, and other members of COG to a special forum at the beginning of the next regular board meeting.

## **5.3 Assessment Discussion – Millcreek Legislation / Executive Session**

Mr. Stewart noted that he and Mr. Hufnagel had met previously with the commissioners regarding assessments being out of line. For the purpose of discussion, an executive session could be scheduled at 6:30 pm prior to the next board meeting. Board secretary and/or Mr. Stewart will notify the Board if this is scheduled.

#### **5.4 Right To Know (RTK) Requests**

Discussion:

Question was asked regarding what the approximate dollar figure is to respond to RTK request forms, and also how many requests are filed? Mr. Hufnagel noted that Mrs. Ruth Huck, Superintendent's Administrative Assistant, Board Secretary, and the RTK Officer spends the majority of her time with RTK requests. He has asked her to compile a summary with the amount of time that she spends on RTK and the amount of time that the solicitor and/or our labor counsel have spent on requests. It was also suggested to put a post script on as part of the public record that includes the dollar figure that the request has cost the taxpayer. The only charge the district can assess is 25 cents per page for a hard copy of any document that is copied. We cannot charge for digital documents. We do not have to create reports; however, many times there are 2-3 people involved just gathering the information that is requested. This is time that the people are not performing the essential functions of their positions.

#### **6. Closing Activities**

##### **6.1 Next Meeting Date**

Monday, September 24, 2012 following Physical Plant and Facilities Committee; Warren County Career Center

##### **6.2 Executive Session**

None

##### **6.3 Adjournment**

Meeting adjourned at 8:45 p.m.