

FINANCE COMMITTEE

MINUTES

January 28, 2013

WARREN COUNTY CAREER CENTER, LARGE CONFERENCE ROOM

COMMITTEE MEMBERS PRESENT:

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

OTHERS PRESENT:

Mr. Tom Knapp, Board Member
Mr. Michael Zamborik, Board Member
Ms. Donna Zariczny, Board Member
Mr. Jack Werner, Board Member
Dr. Paul Yourchisin, Board Member
Ms. Amy Stewart, Director
Mr. Gary Weber, Director
Mr. Jim Grosch, Director
Dr. Norbert Kennerknecht, Director

Ms. Patty Hawley-Horner, Interim Director
Mr. Mike Kiehl, Administrator
Ms. Sue Turner, HR Supervisor
Mr. Brian Collopy, Administrator
Mr. Matt Jones, Administrator
Mr. Jim Miller, Administrator
Ms. Ruth Huck, Board Secretary
Ms. Melissa McLean, Secretary
Mr. Josh Cotton, *Times Observer*
Members of the Public

1. Opening Activities

1.1 Call to Order

The meeting was called to order at 7:52 p.m. by Mr. John Grant, Chairperson.

1.2 Public Comment

None

2. New Business

2.1 Repository Sale

Discussion:

This is the normal process for a purchase request for property that is not on the tax rolls due to non-payment of taxes.

Action:

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

Motion:

That the Board of School Directors approves the repository sale per the attached document.

2.2 EMHS Network Reconfiguration for Renovations

Discussion:

The quote received is for network components to be installed at EMHS to assist in providing technology services for temporary areas, adding capacity in the current office area to accommodate growth in the auditorium and other areas to be used as renovation begins. This equipment will also remain and be used after the renovation project is complete. Funding for the equipment and installation will be from QZAB.

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 the amount of \$33,365.45 for network components and installation for Eisenhower Middle High School.

2.3 Warren County School District Audit Report

Discussion

Buzz Felix will be present at the February 11th board meeting to answer any questions regarding this single audit. Please submit any questions in advance to Mr. Grosch and he will share them with Buzz before the meeting.

Action:

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

Motion:

That the Board of School Directors accepts the Audit Report as submitted by Felix and Gloekler, P.C., for the year ended June 30, 2012.

2.4 Distribution Formula Resolution

Discussion

The Ad Hoc Committee of the Northwest Tri-County Intermediate Unit approved the distribution formula for the distribution of IU fund balances. The final expense pages and distribution formulas must be approved unanimously by all seventeen school districts for the IU Board to approve it.

Action:

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

Motion:

That the Board of School Directors approves the attached resolution that approves the allocation method developed by the Northwest Tri-County Intermediate Unit Ad Hoc Committee for excess funds being held at the Intermediate Unit. The allocation amounts to be distributed are subject to ratification or modification by the forensic auditors, Alpern Rosenthal.

2.5 Preliminary Proposed Budget

Discussion

The Preliminary Proposed Budget includes a millage increase above the index to give the Board the opportunity and option to apply for exceptions.

Action:

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

Motion:

That the Board of School Directors approves the preliminary proposed budget as presented; authorizes the administration to submit the preliminary proposed budget and proposed tax rate increases to PDE on or before February 25, 2013; and authorizes the administration to publish the required notice of intent to file for referendum exceptions on or before February 28, 2013.

2.6 Delinquent EIT and LST Agreements and Delinquent Cost of Collection Resolution
Discussion

The agreements have been with H.A. Berkheimer, Inc. since 1998 and were renewed annually. The agreements are in draft form pending our solicitor's review. Any questions or concerns should be forwarded to Mr. Grosch for forwarding to the solicitor. Final versions will be provided for the February 11, 2013 meeting.

Action:

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

Motion:

That the Board of School Directors approves the Delinquent Earned Income Tax Agreement and the Delinquent Local Services Tax Agreement with H.A. Berkheimer, Inc. and the corresponding Delinquent Cost of Collection Resolution.

2.7 IU Contract 2012-2013

Discussion

This is an annual renewal IDEA contract with IU5. There is a reduction in this contract this school year of approximately \$22,437 due to 34 fewer students reported in Child Count on December 1st.

Action:

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

Motion:

That the Board of School Directors approves the Northwest Tri-County Intermediate Unit 5 Special Education contract for the 2012-2013 school year.

3. Old Business - None

4. Informational Items

4.1 Financial Reports

Discussion:

No discussion. If there are any questions or concerns contact Mr. Grosch. Mr. Grant requests to meet with Mr. Grosch for review of some of the billings before the next period.

Action:

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

Motion:

That the Board of School Directors approves the Financial Reports and authorizes the release of funds in payment of the listing of bills; further, that a copy as presented be submitted for audit.

4.2 eRate Information for February Committee

Discussion:

Mr. Collopy included this item as an informational tool to allow Board members the opportunity to have an overview of the eRate process. eRate is a program administered by the Universal Service Administrative Company under the direction of the Federal Communications Commission. Annually the district goes through the process to be eligible for reimbursement funds that are available. Requests for Proposals are currently being sought for Cellular & Wireless Data Services, Local/Long Distance – both existing & VOIP styles of service on all sites that are not under contract, and Email & Web Hosting services. Contract information will be brought to the February Finance Committee for review and recommended approval at the March Board of Directors meeting.

Action:

No action.

Motion:

No motion recommended.

5. Other

5.1 Tidioute Charter School Audit

Discussion:

The audit is provided as information to the Board.

Action:

No action.

Motion:

No motion recommended.

6. Closing Activities

6.1 Next Meeting Date – February 25, 2013 following CIT at WCCC.

6.2 Executive Session

None

6.3 Adjournment

Meeting adjourned at 8:14 PM.