

FINANCE COMMITTEE

MINUTES

March 25, 2013

WARREN COUNTY CAREER CENTER, LARGE CONFERENCE ROOM

COMMITTEE MEMBERS PRESENT:

Mr. John Grant, Chairperson
Ms. Mary Anne Paris

OTHERS PRESENT:

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| Mr. Tom Knapp, Board Member | Mr. Mike Kiehl, Administrator |
| Mr. Michael Zamborik, Board Member | Mr. Matt Jones, Administrator |
| Ms. Donna Zariczny, Board Member | Mr. Jim Miller, Administrator |
| Mr. Arthur Stewart, Board President | Mr. Roger Tubbs, Administrator |
| Dr. Paul Yourchisin, Board Member | Ms. Sue Turner, HR Supervisor |
| Ms. Amy Stewart, Acting Superintendent | Ms. Melissa McLean, Secretary |
| Dr. Norbert Kennerknecht, Director | Ms. Ruth Huck, Board Secretary |
| Mr. Jim Grosch, Director | Mr. Josh Cotton, <i>Times Observer</i> |
| Mr. Gary Weber, Director | Members of the Public |
| Ms. Patty Hawley-Horner, Director | |

1. Opening Activities

1.1 Call to Order

The meeting was called to order at 10.24 p.m. by Mr. John Grant, Chairperson.

1.2 Public Comment

None

2. New Business

2.1 Budget Transfer 1

Discussion:

This transfer is from an electrical construction account to the general supplies account for ongoing projects.

Action:

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

Motion: That the Board of Directors approve the resolution and budget transfer in the amount of \$15,000.

2.2 District Website Renewal

Discussion:

Blackboard Engage, the current vendor for the District's website, provides storage, access, website administration website creation tools, as well as features that facilitate real-time communication. This request is for the maintenance contract renewal for the website vendor.

Action:

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

Motion:

That the Board of School Directors approves the quote and contract from Blackboard Engage for the amount of \$6,297.07 to continue as the district's website provider for a term of one year.

2.3 Warren County School District Audit Report

Discussion

This Single Audit Report adds pages 43-56 which includes the Schedule of Expenditures of Federal Awards (SEFA), the Auditors Report on Compliance and the Summary of Auditors Results. At the February 11, 2013 Board Meeting, Mr. Buzz Felix reviewed the Report on Compliance and the District had a clean audit, thus the Board accepted the report. This new report adds the additional information after the financial information was presented.

Action:

No action is needed as the Audit Report was already accepted by the Board. Item was a formality to provide information to the Board.

Motion:

None

2.4 Earned Income Tax Audit Report

Discussion

No discussion.

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 Earned Income Tax Office of Warren County for the years ended June 30, 2012 and 2011.

2.5 Repository Sale 1

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.

2.6 Repository Sale 2

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 approve the repository sale per the attached document.

3. Old Business - None

4. Informational Items

4.1 Financial Reports

Discussion:

No discussion. If there are any questions or concerns contact Mr. Grosch.

4.2 BUN/Account Structure

Discussion: - This item was offered as an instructional item, explaining the BUN - 16 digit code and 3 digit account numbers. The BUN is essentially a road map that identifies where expenditures are in the budget.

5. Other - None

5.1 Ms. Zarcizny noted that members had an opportunity to talk to many students when they toured Youngsville.

- Elementary/Middle Level
 - A common complaint at the sixth grade level pertained to the food program, both the quality of the food and the choices the students had.
 - A positive identified was the use of SmartBoards (this was for both schools).
- High School Level
 - A high school student had commented that it would be beneficial for Board members to be in the buildings more to observe what is occurring educationally if they were making decisions that govern the buildings. Ms. Zarcizny explained that the purpose of the tours was a way to accomplish that.

6. Closing Activities

6.1 Next Meeting Date – April 29, 2013 following PACCA at WCCC.

6.2 Executive Session

None

6.3 Adjournment

Meeting adjourned at 10:31 p.m.