

FINANCE COMMITTEE

MINUTES

April 29, 2013

WARREN COUNTY CAREER CENTER, LARGE CONFERENCE ROOM

COMMITTEE MEMBERS PRESENT:

Mr. John Grant, Chairperson
Ms. Mary Anne Paris
Ms. Marcy Morgan

OTHERS PRESENT:

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. Brian Collopy, Administrator
Dr. Paul Yourchisin, Board Member	Mr. Phil Knapp, Administrator
Mr. Jack Werner, Board Member	Mr. Chris Jankowski, Aramark
Ms. Amy Stewart, Acting Superintendent	Ms. Melissa McLean, Secretary
Dr. Norbert Kennerknecht, Director	Ms. Ruth Huck, Board Secretary
Mr. Jim Grosch, Director	Members of the Public
Mr. Gary Weber, Director	
Ms. Patty Hawley-Horner, Director	

1. Opening Activities

1.1 Call to Order

The meeting was called to order at 10.23 p.m. by Mr. John Grant, Chairperson.

1.2 Public Comment

Ms. Kim Angove addressed the committee on two topics:

- IU Budget – Questioned whether the money that is coming back from the IU with the settlement is earmarked to Special Ed. Ms. Zariczny explained that Phase I of the IU Forensic Audit did not include Special Ed. Phase II will include Special Ed, but there is no guarantee that we will receive additional funds. The money received is not earmarked for any specific use.
- Perception is Reality – Value of Education. She hoped that all programs are afforded equal consideration when discussions are held. Her comments were relative to the amount of time and discussion that was held pertaining to a soccer co-op, as compared to decisions involving Special Ed. and Alternative Ed. programs, even though she realized that some of these issues cannot be addressed in a public forum.

2. New Business

2.1 Depositories for Fiscal Year 2013/2014

Discussion:

The depositories are the same as last year.

Action:

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

Motion:

That the Board of School Directors approves the depositories for fiscal year 2013-2014 as follows: Northwest Savings Bank, PNC Bank, First Niagara Bank, PLGIT (Pennsylvania Local Government Investment Trust), PSDLAF (Pennsylvania School District Liquid Assets Fund).

2.2 Letter of Engagement – Felix & Gloekler, P.C. – Single Audit for the year ended 2013

Discussion:

Rate has not changed. The cost of the audit is estimated not to exceed \$23,500, same price as last year. This is not a renewable contract; each year a new Letter of Engagement is submitted.

Action:

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

Motion:

That the Board of School Directors approves the fees and conditions for professional services as set forth in the Letter of Engagement from Felix & Gloekler, P.C. for the single audit for the fiscal year ended June 30, 2013.

2.3 Letter of Engagement – Felix & Gloekler, P.C. – Warren County Earned Income Tax Audit

Discussion

Rate has not changed. The cost of the audit is estimated not to exceed \$5,000, same price as last year. This is not a renewable contract; each year a new Letter of Engagement is submitted.

Action:

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

Motion:

That the Board of School Directors approves the fees and conditions for professional services as set forth in the Letter of Engagement from Felix & Gloekler, P.C. for the Warren County Earned Income Tax Office audit for the fiscal year ended June 30, 2013.

2.4 Northwest Tri-County IU Budget 2013-2014

Discussion

Ms. Zariczny explained that the resolution is for passing the entire IU budget, not just the general operating budget like was done in the past years. State law indicates districts should approve the general operating budget and then programs. It is not the responsibility at the local level to pass the entire budget; however, the IU solicitor indicates that this is the Action Plan directive that the IU Board passed. The majority of member board members from member districts have to pass the budget to pass the IU budget. The Acting Superintendent is still receiving communication with changes to the resolution. The

resolution includes a built in clause that will protect districts if there is an amended and modified budget.

Action:

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

Motion:

Administration will provide a recommendation based on the final version of our responsibility regarding approving the IU budget and the item will be listed under Other on the Board Agenda.

2.5 Delta Dental Deposit Agreement

Discussion

This is a one year renewal of our two year contract. The monthly deposit requirement will decrease from \$35,250.00 to \$32,000.00. The decrease is a result of claims reductions and a renegotiated administrative fee. The current administrative fee is 14.9% of claims which amounts to approximately \$5.48 per contract per month. The new rate is \$4.20 per contract per month and will result in year-over-year savings of approximately \$12,000.00.

Action:

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

Motion:

That the Board of School Directors approves the attached agreement with Delta Dental for the period of July 1, 2013 through June 30, 2014.

2.6 IEP+ Licensing and Maintenance Renewal

Discussion

Sungard's IEP+ is a component of our Student Information System used for state reporting, Special Education caseload management, and records retention.

Action:

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

Motion:

That the Board of School Directors approves the quote from Sungard for IEP+ software license and maintenance renewal for the amount of \$11,093.90 for the 2013-2014 school year.

2.7 Electronic School Board License Renewal

Discussion

The electronic governance solution currently used by the Warren County School District, Electronic School Board, is up for renewal. Looked at the option of a buy-out where the District would own it; this would be approximately \$30,000 as compared to \$10,000+ to renew the license.

Action:

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

Motion:

That the Board of School Directors approves the yearly renewal cost of \$10,900 for the use of Electronic School Board from InterCom Network.

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 Food Services – Request for Proposals

Discussion:

Mr. Grosch updated the committee on the status of this topic. The pre-bid meeting with a walk through was held last week. Three companies attended the meeting. Draft RFP was distributed and sent to PDE for approval. Questions are due by May 1st and bids are due by May 8.

5. Other - None

6. Closing Activities

6.1 Next Meeting Date – May 28, 2013 following PPF at WCCC.

6.2 Executive Session

None

6.3 Adjournment

Meeting adjourned at 10:43 p.m.