

FINANCE COMMITTEE

MINUTES

October 28, 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. Arthur Stewart, Board President

Mr. Tom Knapp, Board Member

Mr. Jack Werner, Board Member

Ms. Donna Zariczny, Board Member

Dr. Paul Yourchisin, Board Member

Mr. Michael Zamborik, Board Member

Dr. William Clark, Superintendent

Mr. Jim Grosch, Director

Dr. Norbert Kennerknecht, Director

Ms. Ruth Nelson, Director

Ms. Amy Stewart, Director

Mr. Gary Weber, Director

Mr. Brian Collopy, Administrator

Mr. Matt Jones, Administrator

Mr. Mike Kiehl, Administrator

Mr. Phil Knapp, Administrator

Ms. Ruth Huck, Board Secretary

Ms. Melissa McLean, Secretary

Mr. Josh Cotton (WTO)

Ms. Jen Dilks

Ms. Louise Tharp

Members of the Public

1. Opening Activities

1.1 Call to Order

The meeting was called to order at 8:08 p.m. by Mr. John Grant, Chairperson.

1.2 Public Comment - None

2. New Business

2.1 Pitney Bowes Postage Meter Contracts for Eisenhower and the Warren County Career Center

Discussion:

Negotiating with Pitney Bowes, we will be able to replace two antiquated postage meter machines for a total yearly savings of \$740.63 for both machines combined.

Action:

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

Motion – That the Board of School Directors approves the contracts with Pitney Bowes for Postage Meters with a monthly lease amount of \$27 a month, billed quarterly, for a term of 36 months.

2.2 Budget Transfer(s)

Discussion:

The transfers are for staffing changes that were done in preparation of the budget that was approved in June, but time constraints did not allow for completion before submission. No transfers are permitted until after October 1st after a budget is approved. The transfer information will be available for review and questions in advance of the November Board Meeting should be sent to Jim Grosch.

Action:

The committee agreed to forward this to the Board for approval; place under Other on the agenda.

Motion: That the Board of School Directors approves the budget transfer resolution as presented for the 2013-2014 school year.

2.3 Salvage Committed Fund Balance

Discussion:

A number of salvaged materials have been converted to dollars as the construction projects have progressed. The current budget has committed fund balance monies of \$78,879 from Beaty Scrap Recovery and \$12,093 from Eisenhower Scrap Recovery for technology purchases. It is requested that these committed funds be allowed to be used for Furniture, Fixtures, and Equipment (FFE) needs that have been identified during the construction projects. The purchase needs would be expanded from just technology to FFE needs as determined by administration.

Action:

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

Motion:

That the Board of School Directors directs administration to purchase Furniture, Fixtures, and Equipment (FFE) as needed for Beaty, EMHS and SAMHS using the scrap fund committed and non-committed monies.

2.4 Budget Timeline

Discussion:

The committee discussed the deadlines for 2014-2015 budget process in conjunction with the need to wait for the Superintendent's Entry Plan and the Board Goals to be set before budget development begins. With goal setting, new Board members and reorganization time constraints, it was recommended that the next committee meeting date be changed. It was further recommended that a budget be prepared with the "dry" parts, items that have no discretion to them.

Action:

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

Motion:

That the Board of School Directors directs administration to prepare a preliminary budget for the January 2014 Board Meeting.

3. Old Business - None

4. Informational Items

4.1 Financial Reports

Discussion:

If there are any questions or concerns with any of the reports contact Mr. Grosch. Mr. Stewart inquired as to why there is a negative balance in debt service. Mr. Grosch explained the District is waiting for money back from the federal government; there is a lapse of 45 days before we get it back.

5. Other - None

6. Closing Activities

6.1 Next Meeting Date – November 18, 2013 following CIT at WCCC.

6.2 Executive Session

None

6.3 Adjournment

Meeting adjourned at 8:33 p.m.