

FINANCE COMMITTEE

MINUTES

April 28, 2014

WARREN COUNTY CAREER CENTER, LARGE CONFERENCE ROOM

COMMITTEE MEMBERS PRESENT:

Ms. Donna Zariczny, Acting Chairperson
Mr. Mike Zamborik
Ms. Marcy Morgan

COMMITTEE MEMBERS ABSENT:

Ms. Mary Anne Paris, Chairperson
Ms. Trish Rosenstein

OTHERS PRESENT:

Mr. Jack Werner, Board Member
Mr. Tom Knapp, Board Member
Mr. Paul Mangione Board Member
Dr. William Clark, Superintendent
Ms. Amy Stewart, Director
Mr. Jim Grosch, Director
Dr. Norbert Kennerknecht, Director
Ms. Ruth Nelson, Director

Mr. Gary Weber, Director
Mr. Phil Knapp, Administrator
Mr. Paul Leach, Administrator
Mr. Matt Jones, Administrator
Mr. Mike Kiehl, Administrator
Ms. Sue Turner, Substitute Recording Secretary
Mr. Josh Cotton (WTO)
Members of the Public

1. Opening Activities

1.1 Call to Order

The meeting was called to order at 9:01 p.m. by Ms. Donna Zariczny, Acting Chairperson. Mr. Mike Zamborik and Ms. Marcy Morgan substituted for absent committee members.

1.2 Public Comment - None

2. New Business

2.1 Transportation Contracts 2014-2019

Discussion:

The transportation contracts outline the terms and compensation for the 2014-2015, 2015-2016, 2016-2017, 2017-2018, and 2018-2019 school years. Warren County School District will continue to transport early intervention students for the intermediate unit. This is also a five year contract.

Action:

The committee agreed to forward this to the Board for approval on the consent agenda.

Motion:

That the Board of School Directors approves the transportation contracts per the attached agreements.

2.2 Electronic School Board – Intercom Networks - Renewal

Discussion:

The electronic governance solution used by the District, Electronic School Board, is up for renewal.

Action:

The committee agreed to forward this to the Board for approval on the consent agenda.

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.

2.3 Cafeteria Technology Hardware Refresh

Discussion:

Most of the cafeteria technology hardware is approximately 10 years of age and is in need of a refresh.

Action:

The committee agreed to forward this to the Board for approval on the consent agenda.

Motion:

That the Board of School Directors approves the quote from GovConnection for \$20,819.80 for equipment off of the COSTARS state contract pricing program to be used in the cafeterias across the district.

2.4 Cafeteria Software Upgrade – Heartland School Solutions

Discussion:

The version of the software is 2.61 and the current available version is 3.11. We are in need of the upgrade for functionality purposes.

Action:

The committee agreed to forward this to the Board for approval on the consent agenda.

Motion:

That the Board of School Directors approves the quote and scope of work from Heartland School Solutions for \$4,500 for WebSMART Software to be upgraded across all district cafeteria systems.

2.5 Summer Food Service Program, 2014

Discussion:

The summer food service lunch program has been offered the last few years and we would like to offer breakfast along with lunch this year to both the WAEC and YEMS sites. The performance and labor of the program will be strictly monitored. Mr. Matt Jones will be working closely with the City of Warren to have a designated individual at each location to pick-up, monitor and submit requests for food at each site, if they plan to participate in the program.

Action:

The committee agreed to forward this to the Board for approval on the consent agenda.

Motion:

That the Board of School Directors instructs the administration to submit an application to operate the Summer Food Service Program for 2014 at both Warren Area Elementary Center and Youngsville Elementary Middle School.

2.6 Student and Athletic Insurance Renewal – Bollinger, Inc.

Discussion:

This is the yearly renewal for student insurance that provides coverage for our football program and it also offers parents the option to purchase student coverage packets. The rate is an increase of \$136 above the rate last year.

Action:

The committee agreed to forward this to the Board for approval on the consent agenda.

Motion:

That the Board of the School Directors approves the Student and Athletic Insurance coverage for the 2014-2015 school year.

2.7 Depositories for Fiscal Year 2014/2015

Discussion:

This is a normal renewal of depositories for the District. Wells Fargo Bank, N.A. is an additional depository that is being added to the list this year.

Action:

The committee agreed to forward this to the Board for approval on the consent agenda.

Motion:

That the Board of School Directors approve the depositories for fiscal year 2014-2015 as follows: Northwest Savings Bank, PNC Bank, First Niagara Bank, PLGIT (Pennsylvania Local Government Investment Trust), PSDLAF (Pennsylvania School District Liquid Assets Fund), and Wells Fargo Bank, N.A.

2.8 Delta Dental Deposit Agreement

Discussion:

A significant decrease was negotiated for the current school year. This rate is the same for 2014-2015 as 2013-2014.

Action:

The committee agreed to forward this to the Board for approval on the consent agenda.

Motion:

That the Board of School Directors approve the attached agreement with Delta Dental for the period of July 1, 2014 through June 30, 2015.

2.9 Food Service Pricing

Discussion:

This will increase elementary and secondary lunch prices to be more in compliance with USDA Paid Lunch Equity Act. Note: we are not in compliance until our prices would reflect \$2.53 this year...goes up in future. Restructuring of lunch prices will help eliminate any cost inequity for smaller portion lunches.

Action:

The committee agreed to forward this to the Board for approval on the consent agenda.

Motion:

That the Board of School Directors approves lunch price increases of \$.15 (\$2.00 to \$2.15) for Elementary and \$.10 (\$2.15 to \$2.25) for Secondary lunches for the 2014-2015 school

year as required by the USDA Paid Lunch Equity Act.

2.10 Food Service Management Company Renewal

Discussion:

Last year the RFP was done and The Nutrition Group was contracted for services. Administration recommends that a one year renewal application be offered to The Nutrition Group.

Action:

The committee agreed to forward this to the Board for approval on the consent agenda.

Motion:

That the Board of School Directors directs Administration to submit to PDE, upon solicitor review and approval, the Food Services Management Company (FSMC) renewal application naming The Nutrition Group as FSMC for the Warren County School District for the 2014-2015 school year.

3. Old Business - None

4. Informational Items

4.1 Financial Reports

Contact Mr. Grosch if there are any questions or concerns with any of the reports.

4.2 Budget Timeline

A tentative budget timeline was discussed. PDE has time requirements that must be adhered to. The tentative timeline provided clarity that a special board meeting was needed to address specific budget items to be added/deleted in preparation of a proposed budget.

4.3 Budget

Dr. Clark and Mr. Grosch presented spreadsheets and information on the status of the preliminary budget prep to date. Decisions on additions/deletions/adjustments need to be made. Additional information will be prepared and distributed to the board members within the next week. A special board meeting will be scheduled for May 8th at 7:00 p.m. with the expectation that the preliminary budget will be ready for the regular board meeting on May 12th.

4.4 Food Services – Food Services was discussed in agenda items 2.9 and 2.10.

5. Other - None

6. Closing Activities

6.1 Next Meeting Date – Tuesday, May 27, 2014 following CIT

6.2 Executive Session

None

6.3 Adjournment

Meeting adjourned at 10:20 p.m.