

FINANCE COMMITTEE

MINUTES

March 26, 2018

WARREN COUNTY CENTRAL OFFICE, SCHOOL BOARD CONFERENCE ROOM

**COMMITTEE MEMBERS PRESENT:**

Mr. Joseph Colosimo  
Ms. Elizabeth Huffman

**COMMITTEE MEMBERS ABSENT:**

Mr. Arthur Stewart, Chairperson

**OTHERS PRESENT:**

Mr. Jeffrey Labesky	Ms. Amy Stewart	Mr. Rick Gignac
Mr. Paul Mangione	Dr. Norbert Kennerknecht	Mr. Mike Kiehl
Mr. Michael Zamborik	Mr. Gary Weber	Mr. Roger Tubbs
Ms. Donna Zariczny	Mr. Jim Grosch	Ms. Melissa McLean
	Ms. Rhonda Decker	Ms. Ruth Huck
	Dr. Patty Hawley	Mr. Brian Ferry – WTO Representative
		Approx. 7 Member of the Public

**1. Opening Activities**

**1.1 Call to Order**

Meeting was called to order at 7:25 p.m. by Acting Chairperson, Mr. Joseph Colosimo in Chairperson, Mr. Arthur Stewart's absence.

Mr. Michael Zamborik serving as Committee Member pro tem.

**1.2 Public Comment**

None

**2. Old Business**

**2.1 Other**

None

**3. New Business**

**3.1 Warren County School District Law Enforcement Partnership Memorandum of Understanding**

**Discussion:** Administration stated to the Board that this MOU has been really relevant lately. It establishes when we call law enforcement and when we don't.

**Motion:** That the Board of School Directors approves the Law Enforcement MOU per the attached document.

**Action:** Forward to April Board meeting.

### **3.2 Summer Food Service Program 2018**

**Discussion:** Administration is requesting to submit for the program for the 2018 summer. Administration is still working to get more satellite sites. Almost 9,000 meals were served last year.

**Motion:** That the Board of School Directors instructs the administration to submit an application to the Pennsylvania Department of Education to serve as a sponsor for the Summer Food Service Program for the summer of 2018, with the understanding that the program will be run at no cost to the district via state reimbursement for SFSP-related expenses.

**Action:** Forward to April Board Meeting

### **3.3 Matching Funds for WCCC Equipment Grant**

**Discussion:** Asking for money out of contingency for equipment for the Career Center. This is a matching grant, we have already been approved for \$29,994, the district must match those funds.

**Motion:** That the Board of School Directors approves the use of up to \$29,994 in monies from the Contingency Fund, to be used as the required matching component of the 2017-18 Competitive Equipment Grant awarded to the Warren County Career Center by the Pennsylvania Department of Education.

**Action:** Forward to April Board Meeting

## **4. Informational Items**

### **4.1 Financial Reports**

**Discussion:** Contact Mr. Jim Grosch if there are any questions or concern with any of the reports.

### **4.2 Charter and Cyber Charter School Tuition Rate Analysis**

**Discussion:** Mr. Stewart had requested this information. He wanted to know what is responsible for the increase, membership days or rate? Administration stated that the increases being charged is caused by the formula not by membership days. Any student that is in our cyber program is saving the District money.

### **4.3 Trailing Twelve Month (TTM) Burn Rate Analysis**

**Discussion:** Mr. Stewart had requested this information. This is a projection at a 98% burn rate with 1.3 million of the budget not being spent. The Board was pleased with the way Administration presented this, they were glad that Mr. Stewart suggested.

### **4.4 Budget Timeline**

**Discussion:** Administration will be bringing this to Committee every month until the Final Budget is approved. Administration is working on staffing and benefits, which is a huge component.

#### **4.5 Budget Discussion**

**Discussion:** The Board had a conference call with Mr. Stewart the morning of Committee discussing the timeline. Next discussion for budget is April 9<sup>th</sup>, part of the discussion is that April is a long month for Monday nights. Possibility of having an additional meeting in April on Monday, April 23. April 30<sup>th</sup> is the next Committee meeting.

The Board would like to tentatively schedule a Special Meeting on April 23<sup>rd</sup>. Administration will bring adds and deducts to the April 9<sup>th</sup> board meeting.

#### **4.6 Food Service Management Company (FSMC) Proposals**

**Discussion:** Two proposals were submitted to the district. The recommendation for next year for the Board will be coming to the April 9<sup>th</sup> Board meeting under Other.

#### **4.7 Grant Report**

**Discussion:** Contact Mr. Matt Jones if there are any questions or concern with anything on this report.

### **5. Other**

#### **5.1 GRANT: 2017-18 School Breakfast Mini-Grant**

**Discussion:** Administration is still evaluation this grant. Administration may bring something for the next Board meeting under Other.

#### **5.2 Other**

**Discussion:** Placeholder for Committee Minutes

### **6. Closing Activities**

#### **6.1 Next Meeting Date**

April 30, 2018 Following PACCA

#### **6.2 Executive Session**

None

#### **6.3 Adjournment**

Meeting adjourned at 7:39 p.m.