

FINANCE COMMITTEE

MINUTES

May 29, 2018

WARREN COUNTY CENTRAL OFFICE, SCHOOL BOARD CONFERENCE ROOM

COMMITTEE MEMBERS PRESENT:

Mr. Arthur Stewart, Chairperson via Phone
Mr. Joseph Colosimo
Ms. Elizabeth Huffman

COMMITTEE MEMBERS ABSENT:

None

OTHERS PRESENT:

Mr. Jeffrey Labesky	Dr. Patty Hawley	Mr. Shane Flannery
Mr. Paul Mangione	Ms. Rhonda Decker	Ms. Melissa McLean
Mr. Michael Zamborik	Mr. Joshua Vincent	Ms. Marcia Madigan
Ms. Donna Zariczny	Ms. Amy Beers	Ms. Kim Yourchisin
Ms. Marcy Morgan	Mr. Glenn Smith	Mr. Christopher Byham – Board Solicitor
Ms. Ruth Huck	Ms. Misty Weber	Mr. Brian Ferry – WTO Representative
Ms. Amy Stewart	Mr. Eric Mineweaser	Approx. 6 Member of the Public
Mr. Gary Weber	Mr. Matt Jones	Ms. Louise Tharp – WCEA Representative
Mr. Jim Grosch	Mr. Mike Kiehl	<i>(Arrived at 9:48p.m.)</i>

1. Opening Activities

1.1 Call to Order

Meeting called to order at 8:45 p.m. by Chairperson Pro Tem Ms. Donna Zariczny.

Mr. Arthur Stewart participation via phone call.

1.2 Public Comment

None

2. Old Business

2.1 Other

None

3. New Business

3.1 Letter of Engagement – Felix & Gloekler, P.C. – Single Audit for the year ended 2018

Discussion: This year's rate has an increase of \$2,475.00. This will lock in our rate for 3 years.

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 ended June 30, 2018.

Action: Forward motion to Board meeting.

3.2 Budget Transfer in Preparation of 2017-2018 Audit

Discussion: Permits Administration to make budget transfers during audit and then bring them back to the Board after the fact.

Motion: That the Board of School Directors directs and authorizes the Business Services, after June 30, 2018, to make budget transfers applicable to the 2017-2018 fiscal year, as necessary, in preparation of the 2017-2018 annual audit, with the understanding that all such transfers shall be presented to the Board for approval/ratification at a subsequent meeting.

Action: Forward motion to Board Meeting

3.3 Letter of Engagement – Stapleford & Byham, LLC

Discussion: Item 3.3 & Item 3.4 discussed together. There is no fee increase.

Motion: That the Board of School Directors approves the fees and conditions for professional services as set forth in the Letter of Engagement from Stapleford & Byham, LLC.

Action: Forward motion to Board Meeting

3.4 Letter of Engagement – Fanelli Willett Law Offices

Discussion: Item 3.5 & Item 3.6 discussed together. There is no fee increase.

Motion: That the Board of School Directors approves the fees and conditions for professional services as set forth in the Letter of Engagement from Fanelli Willett Law Offices.

Action: Forward motion to Board Meeting.

3.5 Commercial Package Insurance Renewal

Discussion: This is our commercial insurance package. There is an approximate \$2,000.00 price increase.

Budget Source: 01-2620-----/521; 522; and 523

Motion: That the Board of School Directors approves the attached insurance renewal coverage types, coverage limits, and premium amounts to be provided by Calvert Pearson Insurance Group, Inc. (Keystone Insurers Group), and authorizes the Board President, the Board Secretary, and the administration to execute the associated policies and any other documentation required to implement the policies.

Action: Forward motion to Board Meeting.

3.6 Workers Compensation Insurance RENEAL

Discussion: This is our worker's compensation insurance package. There is an increase of approximately \$25,600.00 driven by the MOD rate increase, which is experience you have for claims. The Warren County School District has the 28th worst worker's compensation rate in the state of Pennsylvania due to the number of claims that we have. Our human resources department is working with Eastern Alliance to develop better lifting tactics and other ways to help lower the chances of injury. Administration replaced cafeteria tables last year that helped greatly.

Budget Source: Account 260

Motion: That the Board of School Directors approves the Worker's Comp renewal with Eastern Alliance and authorizes the Board President, the Board Secretary, and the administration to execute the associated policy and any other documentation required to implement the policy.

Action: Forward motion to Board Meeting.

3.7 Student and Athletic Accident Insurance Renewal – Bollinger, Inc.

Discussion: This is the annual renewal of Student and Athletic Insurance. This is for the Varsity level football with no premium increase.

Budget Source: 03-3200-000-50-00-000/816

Motion: That the Board of School Directors approves the Student and Athletic Insurance coverage for the 2018-2019 school year.

Action: Forward motion to Board Meeting.

3.8 Breakfast and Lunch Prices

Discussion: There is no change from the 2017-2018 school year pricing.

Motion: That the Board of Directors approves the breakfast price of \$1.00 and the lunch prices of \$2.35 for Elementary/Middle school students and \$2.55 for High school students. There is no change from the 2017-2018 school year pricing.

Action: Forward motion to Board meeting.

3.9 Depositories for Fiscal Year 2018-2019

Discussion: This is the annual request for approval of depositories.

Motion: That the Board of School Directors approve the depositories for fiscal year 2018-2019 as follows: Northwest Savings Bank, PNC Bank, PLGIT (Pennsylvania Local Government Investment Trust), Manufacturers and Traders Trust Company, KeyBank, PSDLAF (Pennsylvania School District Liquid Assets Fund), BB&T Government Finance, Wells Fargo Bank, N.A.

Action: Forward motion to Board meeting.

3.10 School Supply Bid

Discussion: This is an annual bid that we do to cover office and school supplies.

Motion: That the Board of School Directors approves the school supply bid as presented.

Action: Forward motion to Board meeting.

4. Informational Items

4.1 Grant Report

Discussion: Contact Mr. Jim Grosch or Mr. Matt Jones if there are any questions or concern with the report.

A recent grant that we received was a Lowe's grant in the amount of \$5,000.00 that was awarded to Eisenhower.

4.2 Financial Reports

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

4.3 Employee Access Center

Discussion: This is a component of our financial system that gives each employee the resources about their employment, demographics, etc. on an online portal.

4.4 Budget Discussion

Discussion: Administration distributed handouts. Administration needs a tax increase decision tonight. There must be 30 days between the approval of the proposed final budget and the final budget. Administration is recommending the 1.8713 mill increase in the final budget.

A Board member asked if there are any additional cuts, outside of teachers, that can be done in terms of staffing. Our process has us balancing our budget on the backs of our students and teachers. Can we reduce principals and central office? What can we do with open positions, and not filling them?

Administration stated that we have 652 employees. We value all of them. It doesn't make sense to cut just to cut. All of our employees benefit our students. Administration unofficially polled principals to see what they spend most of their time on: discipline, investigations, student crisis, student focused meeting, parent communications, observations and evaluations in classrooms, general building management (coverage, safety, scheduling, lunch, hallways, testing). Our principals spend almost 0% of time on instructional leadership.

A Board member stated that our point is financially simple. We are no longer operating in an optimal situation. Can we function even if it's not optimal to operate without a principal? If we are using attrition as a method of savings to balance the budget, why can't we use it with principals? We have asked other employee groups to operate in non-optimal situations. Sometimes you have to tighten the purse strings and we are asking the tax payer to take a 1.8 mill increase.

Administration stated that we are selective with our attritional savings. We clip where we can. The hard part about the work is that we have to weigh what has to be done between 8-3. We have pared back our principals. They barely have enough time to do the things that teachers need them to do to support them

in the classroom. In regards to Central Office, we have sat on education reform for years and haven't gotten anywhere. It would be a big mistake to drop off on the education reform initiative. Timing is not right for curriculum position to go.

Another Board member stated that we don't have a lot of administration to begin with. When we cut teaching staff, there are other supports we can put in place. When you're using a finite number and you're -1, there is nowhere to go. There are a bunch of things that simply won't get done.

Administration asked if there is something that the Board would like Administration to work on in a long-term fashion.

A Board member asked what year did we last do the max mill increase?

Administration stated that in 2012-13 we went above the index. The 2011-12 year was only other year above index.

4.5 Budget Timeline

Discussion: We will need a Special meeting on June 28th or 29th to pass the budget. June 29th at 8:00a.m. a Special meeting will take place.

5. Other

5.1 Other

Discussion: None

6. Closing Activities

6.1 Next Meeting Date

Monday, June 25, 2018 following PPF

6.2 Executive Session

None

6.3 Adjournment

Meeting adjourned at 9:51 p.m.