

FINANCE COMMITTEE

MINUTES

May 26, 2020

WARREN COUNTY CENTRAL OFFICE, SCHOOL BOARD CONFERENCE ROOM

COMMITTEE MEMBERS PRESENT:

Mr. Arthur Stewart, Chairperson

Mr. Joseph Colosimo

Mr. Kevin Lindvay

COMMITTEE MEMBERS ABSENT:

None

OTHERS PRESENT:

Ms. Donna Zariczny

Ms. Elizabeth Huffman

Dr. Norbert Kennerknecht

Mr. Paul Mangione

Mr. Matt Jones

Mr. Gary Weber

Mr. Eric Mineweaser

Ms. Amy Stewart

Mr. Rick Gignac

Ms. Ruth Huck

Mr. Mike Kiehl

Ms. Ericka Alm

Mr. Jim Grosch

Mr. Glenn Smith

Ms. Lynn Shultz

Dr. Patty Hawley

Mr. Jeffrey Labesky

Ms. Amy Beers

Mr. Jim Hazlett

Ms. Marcy Morgan

Ms. Misty Weber

Mr. Jeff Flickner

Ms. Mary Passinger

Ms. Louise Tharp, WCEA Representative

38 Members of the Public

1. Opening Activities

1.1 Call to Order

Mr. Arthur Stewart, Chairperson called the meeting to order at 7:20 p.m.

1.2 Public Comment

None

2. Old Business

2.1 Other

Discussion: None

3. New Business

3.1 Letter of Engagement – Fanelli Willett Law Offices

Discussion: Annual renewal, no change in fees.

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 to June 8, 2020 Board

3.2 PSBA Dues and All Access Package

Discussion: Annual Renewal, Board members are finding this highly valuable during this time.

Motion: That the Board of School Directors approves the payment of its PSBA's Dues and All Access package including board training, board self-assessment, policy maintenance, and subscriptions in the amount of \$14,436.91 for the 2020-2021 fiscal year as presented.

Action: Forward to June 8, 2020 Board

3.3 Letter of Engagement – Felix & Gloekler, P.C. – Single Audit for the year ended 2020

Discussion: Annual Renewal, no change in fees

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 year-end and single audit for the fiscal year ended June 30, 2020.

Action: Forward to June 8, 2020 Board

3.4 School Supply Bid

Discussion: To get supplies ready for the start of the next school year.

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

Action: Forward to Special Meeting

3.5 Budget Transfer - \$1,000.00.

Discussion: This funds transfer is to allocate additional funds to General Supplies.

Motion: That the Board of School Directors approves the Resolution and Budget Transfer in the amount of \$1,000.00 as presented.

Action: Forward to June 8, 2020 Board

3.6 Delta Dental Contract Renewal

Discussion: Contract Annual renewal with a 3% increase as long as we commit for two years.

Motion: That the Board of School Directors approves the Delta Dental renewal contract with a 3.0% rate increase for the 2020-2021 and the 2021-2022 school year upon solicitor review.

Action: Forward to Special Meeting

3.7 Food Service Management Company (FSMC) renewal with Nutrition

Discussion: Annual Renewal

Motion: That the Board of School Directors directs Administration to submit to PDE, upon solicitor review and approval, the Food Service Management Company (FSMC) renewal application naming The Nutrition Group as FSMC for the Warren County School District for the 2020-2021 school year as presented.

Action: Forward to June 8, 2020 Board

3.8 Warren-Forest Counties EOC Head Start Food Service Agreement 2020-2021

Discussion: Agreement with the Warren-Forest County EOC that we will provide breakfast and lunch meals throughout the school year.

Motion: That the Board of School Directors approves the Warren-Forest Counties EOC Head Start Food Service Agreement for a period of one (1) year as presented.

Action: Forward to June 8, 2020 Board

3.9 Budget Transfer - \$16,100.00.

Discussion: This funds transfer is to clear negative balances.

Motion: That the Board of School Directors approve the Resolution and Budget Transfer in the amount of \$16,100.00.

Action: Forward to June 8, 2020 Board

3.10 COVID 19 ADDITIONS – A

Discussion: Administration reviewed the COVID 19 Additions A. Looking at a traditional ads and reduction sheet that we are going to rank, but we sorted the COVID ads into two distinct lists, an A and a B.

Motion: That the Directors of the Warren County School Board direct the Director of Business Services to include in contingency the following COVID 19 items (COVID 19 ADDITIONS - A) for the final 2020-2021 budget, as presented.

Action: Forward to June 8, 2020 Board

3.11 Letter of Engagement – Stapleford & Byham, LLC

Discussion: Annual Renewal

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 to June 8, 2020 Board

3.12 Commercial Package Insurance Renewal

Discussion: Annual Renewal

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 to June 8, 2020 Board

3.13 Workers Comp Insurance Renewal

Discussion: Annual Renewal

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 to June 8, 2020 Board

Recess Called at 7:50p.m.

Reconvene at 7:58p.m.

4. Informational Items

4.1 Financial Reports

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

4.2 Budget Discussion

Discussion: Mr. Grosch presented the budget discussion including a current estimate of COVID revenue and expense impact document.

4.3 Budget Timeline

Discussion: Directive to move forward and on the 29th at the Special Board Meeting the Final Budget will be adopted.

4.4 TTM Burn Rate Analysis

Discussion: Updated through April with a 99.77% burn rate at this time.

4.5 Other

Discussion: None

5. Other

5.1 Other

Discussion: None

6. Closing Activities

6.1 Next Meeting Date

Monday, June 29, 2020 Following PPF

6.2 Executive Session

None

6.3 Adjournment

Meeting adjourned at 8:19 p.m.