

FINANCE COMMITTEE

MINUTES

April 26, 2021

WARREN COUNTY CENTRAL OFFICE, SCHOOL BOARD CONFERENCE ROOM

COMMITTEE MEMBERS PRESENT:

Mr. Arthur Stewart, Chairperson

Mr. Kevin Lindvay

Mr. Joseph Colosimo

COMMITTEE MEMBERS ABSENT:

None

OTHERS PRESENT:

Ms. Donna Zariczny

Mr. Jeffrey Labesky

Mr. Joshua Vincent

Mr. Paul Mangione

Ms. Marcy Morgan

Dr. Norbert Kennerknecht

Ms. Elizabeth Huffman

Ms. Mary Passinger

Mr. Rick Gignac

Ms. Amy Stewart

Mr. Matt Jones

Mr. Randy Bussell

Mr. Eric Mineweaser

Mr. Mike Kiehl

Ms. Whitney Youngren

Ms. Ruth Huck

Mr. Gary Weber

Mr. Brian Ferry, Warren Times Observer

Mr. Jim Grosch

Ms. Lynn Shultz

4 Members of the Public

Dr. Patty Hawley

1. Opening Activities

1.1 Call to Order

Mr. Arthur Stewart, Chairperson called the meeting to order at 7:11 p.m.

1.2 Public Comment

None

2. Old Business

2.1 Other

Discussion in regards to reassessment: Administration participated in two strategic planning meetings. However, due to COVID the meetings were placed on hold. This Friday, April 30th is the first meeting of the team. Administration is planning on attending.

3. New Business

3.1 Budget Transfer - \$5,000

Discussion: This funds transfer is needed to allocate necessary funds for miscellaneous office purchases.

Motion: That the Board of School Directors approve the Resolution and Budget Transfer in the amount of \$5,000.00.

Action: Forward to Board Meeting

3.2 PSBA's Policy Maintenance Program Participation Agreement

Discussion: This is the PSBA (Pennsylvania School Boards Association) Policy Maintenance Program Participation Agreement.

Motion: That the Board of School Directors approves the PSBA's Policy Maintenance Program Participation agreement for the 2021-2022 school year, as presented.

Action: Forward to Board Meeting

3.3 Budget Transfer - \$3,410.72

Discussion: This funds transfer is to reclass Regular Education Aide wages and benefits to Special Education Aide wages and benefits.

Motion: That the Board of School Directors approve the Resolution and Budget Transfer in the amount of \$3,410.72.

Action: Forward to Board Meeting

3.4 Depositories for Fiscal Year 2021-2022

Discussion: Normal approval request for depositories for the new school year.

Motion: That the Board of School Directors approve the depositories for fiscal year 2021-22 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, Wilmington Trust, Wells Fargo Bank, N.A.

Action: Forward to Board Meeting

3.5 Budget Transfer in Preparation of 2020-2021 Audit

Discussion: An annual request that we ask of the Board to approve that we make budget transfers after the fiscal year or before and bring them to the Board meeting after they have been done. This is in preparation of the 2020-2021 annual audit.

Motion: That the Board of School Directors directs and authorizes the Director of Business Services, after June 30, 2021, to make budget transfers applicable to the 2020-2021 fiscal year, as necessary, in preparation of the 2020-2021 annual audit, with the understanding that all such transfers shall be presented to the Board for approval/ratification at a subsequent meeting.

Action: Forward to Board Meeting

3.6 Food Service Management Company (FSMC) Renewal for 2021-2022

Discussion: The Food Service Management Company and Administration are working on a renewal for the 2021-2022 school year.

Motion: That the Board of School Directors instructs Administration to prepare the FSMC Renewal for the 2021-2022 school year to be submitted to PDE for approval.

Action: Forward to Board Meeting

3.7 GRANT: Fresh Fruit & Vegetable Program 2021-22

Discussion: Administration will be submitting applications for the Fresh Fruit & Vegetable Program on behalf of three of our schools.

Motion: The Board of School Directors instructs the administration to submit applications to the 2021-22 Fresh Fruit and Vegetable Program on behalf of Sheffield Area Elementary School, Youngsville Elementary Middle School, and Warren Area Elementary Center.

Action: Forward to Board Meeting

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 FFCRA Discussion

Discussion: Administration has been tracking employees in both bargaining groups in regards to leave days due to COVID. Some employees used sick days during their leave, which paid into PSERS and removed those days for further use. Others used FFCRA days during their leave, which did not pay into PSERS, however, no sick days were taken from their personal leave bank. Per Administration, approximately \$36,501.25 would be needed to cover FFCRA days for PSERS. In addition, the individuals that used sick days would like those dates back if we are to pay into PSERS. Moving forward, Administration will be working with the Presidents of all employee groups to verify data. Once that is complete, Administration will be presenting a motion to the Board of School Directors.

4.3 Grant Report

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

4.4 Budget Timeline

Discussion: Presented to the Board to see the progress and upcoming deadlines for the budget.

4.5 Budget Discussion

Discussion: Reviewed attached documents.

Column H - is the 2020-21 Approved Budget

Column I - we use a trailing twelve-month burn rate usually. Our spending patterns are off due to the pandemic.

Column J - uses the last two years June burn rate.

Column K - is the 2021-22 projection.

4.6 Summer Food Update

Discussion: The district is planning to run Summer Food again this year. The distribution sites have not been finalized.

4.7 Nutrition Newsletter

Discussion: The monthly newsletter from the Nutrition Group.

4.8 Other

Discussion: None

5. Other

5.1 Other

Discussion: None

6. Closing Activities

6.1 Next Meeting

Monday, May 24th following PPF

6.2 Executive Session

None

6.3 Adjournment

Meeting adjourned at 8:33 p.m.