

FINANCE COMMITTEE

MINUTES

May 23, 2022

WARREN COUNTY CENTRAL OFFICE, SCHOOL BOARD CONFERENCE ROOM

COMMITTEE MEMBERS PRESENT:

Mr. Arthur Stewart, Chairperson

Mr. Jeffery Dougherty

Ms. Donna Zaricny, subbed in committee members absence

COMMITTEE MEMBERS ABSENT:

Mr. Cody Brown

OTHERS PRESENT:

Ms. Mary Passinger

Ms. Patricia Mead

Ms. Liz Kent

Mr. Paul Mangione

Ms. Ruth Huck

Ms. Susan Nichols

Ms. Amy Stewart

Mr. Rick Gignac

Mr. Matt Jones

Mr. Jim Grosch

Mr. Kevin Lindvay

Ms. Leslie Bloomgren

Mr. Joseph Colosimo

Mr. Glenn Smith

Mr. Jim Evers

Ms. Erika Alm

Mr. Gary Weber

Ms. Kylie Harris

Ms. Lynn Shultz

Ms. Jennifer Dilks

Ms. Marcy Morgan

Mr. Brian Reynolds

Mr. Mike Kiehl

3 Members of the Public

Mr. Joshua Vincent

Ms. Kim Yourchisin

1. Opening Activities

1.1 Call to Order

Mr. Arthur Stewart, Chairperson called the meeting to order at 6:54 p.m.

1.2 Public Comment

None

2. Old Business

2.1 Other

None

3. New Business

3.1 Budget Transfer - \$15526.50

Discussion: This funds transfer is to clear negative balances and allocate funds to the necessary BUNS for WCCC.

Motion: That the Board of School Directors approve the Resolution and Budget Transfer in the amount of \$15,526.50

Action: Forward to June meeting.

3.2 Letter of Engagement- Felix & Gloekler, P.C.- Single Audit for the year ended 2022

Discussion: Letter of Engagement for Felix & Gloekler, P.C. for the year end and single audit with a \$275.00 per year 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 Felix & Gloekler, P.C. for the year end and single audit for the fiscal year ended June 30, 2022.

Action: Forward to June meeting.

3.3 Commercial Package Insurance Renewal

Discussion: Our annual renewal of insurance coverage. There is a \$8,452.00 increase.

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 meeting.

3.4 Workers Comp Insurance Renewal

Discussion: Our annual renewal of Worker's Compensation. There is a decrease in the amount of \$36,266.00.

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 meeting.

3.5 Letter of Engagement - Stapleford & Byham, LLC

Discussion: Letter of Engagement from Stapleford & Byham, LLC with a \$5.00/hr 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 to June meeting.

3.6 Warren-Forest Counties EOC Head Start Food Service Agreement 2022-2023

Discussion: Move to Other for the June meeting.

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 meeting under Other.

3.7 Letter of Engagement - Fanelli & Willett Law Offices

Discussion: No increase in rates.

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 meeting.

3.8 Wal Mart Real Estate Business Trust - Stipulation Settlement

Discussion: No discussion was had.

Motion: That the Board of School Directors approves the Stipulation to Settle with Wal Mart Real Estate Business Trust, as presented, and authorizes attorney Michael Musone to execute the Stipulation on behalf of the District.

Action: Forward to June meeting.

3.9 Summer Food Service Program (SFSP) 2022

Discussion: The City of Warren is planning on utilizing this program for its playgrounds when possible. The district intends to run an open site at Beaty Warren Middle School, and the Lacy Playground in the City of Warren. The WCSD will continue to search for other partners who offer summer programming to eligible children.

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 (SFSP) for the summer of 2022, with programming beginning on June 13, 2022, with the understanding the program will be run at no cost to the district via state reimbursement for SFSP-related expenses.

Action: Forward to June meeting.

3.10 PSBA Delegates

Discussion: Everyone is unavailable to attend.

Motion: That the Board of School Directors appoints _____, _____ and _____ to serve as voting delegates to the 2022 PSBA Delegate Assembly meeting Saturday, November 5, 2022, at PSBA Headquarters or via Zoom.

Action: Not advanced to June meeting.

3.11 2022-2023 Budget Directive

Discussion: Administration will come to the June 13th meeting and review the Budget Analysis with a .5 mill increase.

Motion: That the Board of School Directors directs the administration to bring the 2022-2023 final budget with a .5 mill increase for the June 13, 2022, meeting.

Action: Forward to June 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 Budget Discussion

Discussion: Administration reviewed each document presented with the Board of School Directors pointing out specific areas of change. Administration presented a PSERS analysis, millage analysis, and the five-year budget. Forward item 3.11, 2022-2023 Budget Directive to the Board Meeting held on Monday, June 13, 2022.

4.3 Budget Timeline

Discussion: Presented for the Board to see the progress and upcoming deadlines for the budget. Monday, June 27, 2022, meeting is the next notable deadline for adoption of the 2022-2023 Final Budget.

4.4 The Nutrition Group - Newsletter

Discussion: The monthly newsletter from the Nutrition Group

4.5 Grant Report

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

4.6 Other

Discussion: None

5. Other

1.1 Other

Discussion: None

6. Closing Activities

6.1 Next Meeting

Monday, June 27, 2022, following PPF

6.2 Executive Session

None

6.3 Adjournment

Meeting adjourned at 7:26 p.m.