

## FINANCE COMMITTEE

### MINUTES

May 22, 2023

WARREN COUNTY CENTRAL OFFICE, SCHOOL BOARD CONFERENCE ROOM

#### **COMMITTEE MEMBERS PRESENT:**

Mr. Arthur Stewart, Chairperson

Mr. Kevin Lindvay

Mr. Cody Brown

#### **COMMITTEE MEMBERS ABSENT:**

#### **OTHERS PRESENT:**

Mr. Joseph Colosimo

Mr. Jeffery Dougherty

Mr. Paul Mangione

Ms. Amy Stewart

Mr. Jim Grosch

Mr. Mike Kiehl

Mr. Shawn Bedow

Ms. Patricia Mead

Ms. Erika Alm

Ms. Taylor Trisket

Mr. Gary Weber

Mr. Adam VanOrd

Ms. Leslie Bloomgren

Ms. Betsy Sobkowski

Mr. Rick Gignac

Ms. Marcy Morgan

Ms. Lynn Shultz

Ms. Heather Stover

Ms. Liz Kent

Ms. Jennifer Dilks

Ms. Donna Zariczny

Ms. Mary Passinger

Mr. Brandon Deppen

Mr. Matt Jones

Mr. Joshua Vincent

Mr. Brian Hagberg

Mr. Brian Ferry, Warren Times Observer

27 Members of the Public

## **1. Opening Activities**

### **1.1 Call to Order**

Mr. Arthur Stewart, Chairperson called the meeting to order at 8:54 p.m. Jamie Doyle from PFM Financial Advisors, began a presentation at the beginning of the CIT committee meeting at 6:10 pm.

### **1.2 Public Comment**

None

## **2. Old Business**

### **2.1 Other**

None

## **3. New Business**

### **3.1 2023 Bond Refunding**

**Discussion:** None

**Motion:** That the Board of School Directors of the Warren County School District, does hereby authorize the Administration to work with PFM Financial Advisors LLC as Independent Financial Advisor, Knox, McLaughlin Gornall & Sennett, P.C. as Bond Counsel and the local Solicitor to issue G.O. Bonds, Series of 2023 via a competitive internet auction for the purpose of refinancing the District's Outstanding General Obligation Bonds, Series of 2018 with a minimum net savings target of \$100,000.

**Action:** Forward to Special Board meeting

### **3.2 School Supplies Bid**

**Discussion:** None

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

**Action:** Forward to Special Board meeting

### **3.3 Delta Dental Contract Renewal**

**Discussion:** This is the second year on the contract.

**Motion:** That the Board of School Directors authorizes Administration to exercise its renewal option with Delta Dental for the 2023-2024 school year with a 0% increase for Administration fees.

**Action:** Forward to Special Board meeting

### **3.4 Kitchen Equipment Bid**

**Discussion:** The district was awarded \$38,537.00 for Kitchen Equipment. The total cost of the equipment is \$46,057.00 leaving additional costs of \$7,520.00 to be spent out of the school districts food service fund.

**Motion:** That the Board of School Directors (i) approves the purchase of a one Combi-oven for Eisenhower Elementary School in the amount of \$22,090.00, (ii) directs that Food Service Equipment Grants in the estimated amount of \$18,332.00, if received, be used toward the purchases; (iii) and authorizes the use of additional food service/cafeteria funds to complete the purchases in the event that all, or any portion, of the grant funds are not received. Also, that the Board of School Directors (i) approves the purchase of a one Combi-oven for Sheffield Area Middle High School in the amount of \$23,967.00, (ii) directs that Food Service Equipment Grants in the estimated amount of \$20,205.00, if received, be used toward the purchases; (iii) and authorizes the use of additional food service/cafeteria funds to complete the purchases in the event that all, or any portion, of the grant funds are not received.

**Action:** Forward to Special Board meeting

### **3.5 Purchase of the Pitney Bowes Mailcenter 2000 postage meter plus meter and maintenance agreement**

**Discussion:** None

**Motion:** That the Board of School Board Directors approves the purchase of a MailCenter 2000 postage meter for the central office. This purchase includes a contract to rent the Mailcenter meter and a yearly maintenance agreement.

**Action:** Forward to Special Board meeting

### **3.6 Letter of Engagement- Felix & Gloekler, P.C. – Single Audit for the year ended 2023**

**Discussion:** Letter of Engagement for Felix & Gloekler, P.C. for the year end and single audit.

**Motion:** That the Board of School Directors approves the fees and conditions for the 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, 2023.

**Action:** Forward to May 31<sup>st</sup> Special Board meeting

### **3.7 Letter of Engagement- Fanelli & Willett Law Offices**

**Discussion:** Letter of Engagement from Fanelli & Willett Law Offices

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

**Action:** Forward to May 31<sup>st</sup> Special Board meeting

### **3.8 Letter of Engagement- Knox Law Firm**

**Discussion:** Letter of Engagement from Knox Law Firm.

**Motion:** That the Board of School Directors approves the fees and conditions for professional services as set forth in the Letter of Engagement from Knox, McLaughlin, Gornall, & Sennett, P.C., as presented.

**Action:** Forward to May 31<sup>st</sup> Special Board meeting

### **3.9 Letter of Engagement – Stapleford & Byham, LLC**

**Discussion:** Letter of Engagement from Stapleford & Byham, LLC with no 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 May 31<sup>st</sup> Special Board meeting

### **3.10 Summer Food Service Program (SFSP) 2023**

**Discussion:** This is the annual request to submit the application for the Summer Food Service Program.

**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 2023, with programming beginning on June 12, 2023, with the understanding the program will run at no cost to the district via state reimbursement for SFSP-related expenses.

**Action:** Forward to Special Board meeting

### **3.11 Budget Transfer in Preparation of 2022-2023 Audit**

**Discussion:** None

**Motion:** That the Board of School Directors directs and authorizes the Director of Business Services, after June 30, 2023, to make budget transfers applicable to the 2022-2023 fiscal year, as necessary, in preparation of the 2022-2023 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 May 31<sup>st</sup> Special Board meeting

### **3.12 Proposed Final Budget 2023-2024**

**Discussion:** None

**Motion:** That the Board of School Directors adopts the proposed final budget for the 2023-2024 fiscal year as presented; directs the proposed final budget be made available for public inspection at each school within the District, at Central Office, and the District's website at least 20 days prior to the adoption of the final budget; and directs the publication of the Board's intent to adopt the final budget at least 10 days prior to the adoption of the final budget.

**Action:** Forward to Special Board meeting

### **3.13 2023-2024 Budget Directive**

**Discussion:** Remove 1 mill from the Proposed Final Budget & add \$500k to contingency for unresolved staffing.

**Motion:** That the Board of School Directors directs the administration to bring the 2023-2024 final budget with a \_ mill increase for the June 26, 2023, special board meeting.

**Action:** No action was taken on above motion.

### **3.14 Depositories for Fiscal Year 2023-2024**

**Discussion:** None

**Motion:** That the Board of School Directors approves the depositories for fiscal year 2023-2024 as follows: Northwest Savings Bank, PNC Bank, PLIGIT (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 Special Board meeting

### **3.15 Commercial Package Insurance Renewal**

**Discussion:** This is our annual renewal of insurance coverage.

**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., 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 Special Board meeting

### **3.16 Workers Comp Insurance Renewal**

**Discussion:** This is our annual renewal of Worker's Compensation.

**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 to implement the policy.

**Action:** Forward to Special Board meeting

### **3.17 Student and Athletic Accident Insurance Renewal- Bollinger, Inc.**

**Discussion:** This insurance covers senior level football where most accidents occur.

**Motion:** That the board of School Directors approves the Student and Athletic Insurance coverage for the 2023-2024 school year, as presented.

**Action:** Forward to Special Board meeting

## **4. Informational Items**

### **4.1 Financial Reports**

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

### **4.2 Donations Report**

**Discussion:** This is a report to record donations received and to recognize those that have donated.

### **4.3 The Nutrition Group - Newsletter**

**Discussion:** This is the normal monthly newsletter from The Nutrition Group.

### **4.4 Budget Discussion**

**Discussion:** Administration reviewed each document presented with the Board of School Directors pointing out specific areas of change. Forward item 3.13, 2023-2024 Budget Directive to the Board Meeting held on Monday, June 12, 2023.

#### **4.5 Budget Timeline**

**Discussion:** Presented for the Board to see the progress and upcoming deadlines for the budget. Monday, June 26, 2023, meeting is the next notable deadline for adoption of the 2023-2024 Final Budget.

#### **4.6 Other**

**Discussion:** None

### **5. Other**

#### **5.1 Other**

**Discussion:** None

### **6. Closing Activities**

#### **6.1 Next Meeting**

Monday, May 22, 2023, following PPF.

#### **6.2 Executive Session**

None

#### **6.3 Adjournment**

Meeting adjourned at 9:24 p.m.