

FINANCE AND LONG RANGE BUDGET PLANNING COMMITTEE  
MINUTES – MEETING OF SEPTEMBER 21, 2009

In attendance:

Committee: Thomas Reinboth; Andrew Pollock; Kati Driban

Board: Thomas Hezel; Mark Miller; Mike Monaghan; Cindy Mueller (7:09 p.m.)

Staff: Thomas Turnbaugh; Karen Kinzle; Jenny Foight-Cressman; Robert Reed (7:03 p.m.)

Public: Robert A. Shaffer

Press: None

Call to Order:

Mr. Reinboth called the meeting to order 7:00 p.m.

Approval of Minutes:

A motion was made to approve the minutes of the August 12, 2009 meeting as submitted by Dr. Pollock. Second by Kati Driban with a minor correction to minutes. Kati Driban arriving at 7:08 p.m. and meeting called to order at 7:02 p.m. Approved as amended. Motion Carried 3-0.

2010-11 Act 1 State-Wide Index Limit

Mr. Reinboth read Mr. Vail's memo informing the Committee that the unofficial 2010-2011 index would be 2.83%. Dr. Turnbaugh stated that the memo was informational only and the state wide index had been officially set at 2.9% representing a decrease from 4.1% 2009-2010 state wide index. Mr. Miller questioned how this will impact on labor contracts for 2010-2011 budgeting purposes. Mr. Reinboth indicated that it will definitely impact contracts and the budget process. Dr. Turnbaugh indicated that specifics will be addressed during the budget process.

On-Line Payment Options

Mr. Reinboth began a discussion on online payment options per the table attached to this evening's agenda. Ms. Kinzle explained that the current Pay4It Option represents the highest fee but was chosen because it interfaces with the District's school meals computer program (QSP). There are approximately 1,000 users presently registered. Ms. Driban asked if the 1,000 users are all making advance deposits. Ms. Kinzle indicated that there are approximately 1,000 registered but not necessarily making on-line deposits. Ms. Driban stated she is an active user in the system but feels the rates are too high. Ms. Kinzle stated that the current 5% fee is assessed on those who opt for credit card use, but if the user pays by ACH the fee is only \$1.25 per transaction. Ms. Driban indicated that this is not a well know option and if publicized on the website more users would utilize the ACH option. Ms. Kinzle indicated that this was a good idea and she would address that. Dr. Pollock suggested that we continue using the system currently in place with administration continuing to review other options and provide an update in 6 months (March 2010 meeting). Ms. Driban suggested asking Pay4It to reduce the 5% rate. Dr. Pollock stated that if we are to change systems, it would be best to make any change effective for the 2010-2011 school year rather than try to change in the middle of an ongoing school year. Committee agreed and asked that an update be provided in the spring of 2010.

Revised Requisition/Invoice Forms – Food Service

Per discussion and direction at the September 8, 2009 Board meeting, revisions were made to the catering requisition form that will be posted on the T Drive to order catering services. The intent is that this form will be printed out and attached to the order as it is being delivered and that the responsible administrator will "sign off" that the items were received and are acceptable. Upon receipt of the signed and approved requisition the Child Nutrition Department will issue an

official invoice for payment which also must be approved and returned for payment. Both “draft” forms are attached to this evening’s agenda for Committee review and discussion. Mr. Reinboth asked Ms. Kinzle to explain the new form. Ms. Kinzle stated that the form was devised to itemize the order and to verify that what was ordered was received and acceptable. The responsible administrator will be required to sign off and approve invoicing for payment. Mr. Miller stated that some of the prices appear to be higher than what could be obtained from outside vendors. Ms. Kinzle stated that a comparison of prices was made and provided to the Committee earlier which clearly show overall that is not the case. Ms. Driban questioned whether the check number should be on the form and suggested a reduced rate for in school catering. After discussion all agreed that rate should be the same for everyone. Mr. Miller questioned whether the AMPER report suggested an increase in catering pricing. He stated that the form was OK, but prices need to be adjusted and administration should make the call for increasing/decreasing prices as long as prices are below retail. Form to go into effect immediately.

#### White Board/Projector Update

Mr. Reed explained the table attached to this evening’s agenda. Mr. Miller suggested looking at Promethean for the Administration building. Mr. Miller questioned if “short throw” projectors were tested. Mr. Reed stated they were not. Mr. Miller and Dr. Turnbaugh suggested we test short throw projectors. Dr. Pollock suggested testing in bright room. Dr. Pollock stated after testing is complete the Board be informed of the outcome and recommendation for Board vote in a Friday update. Ms. Driban reminded that Burt Hill stated they need to know District direction in order to complete the new building configuration. Mr. Miller suggested using construction funds as this is a justifiable “soft cost” of the project. Committee indicated that Mr. Vail will determine how the extra dollars needed for funding will be derived.

#### Insurance Broker to Record Issues

Per discussion at the August 10, 2009 Finance Committee meeting a limited broker of record letter was issued to Bruce Beaton Insurance to secure a comprehensive insurance quote on the District’s behalf for 2010-2011. Mr. Vail had indicated at that time that the Committee would need to review the issue of soliciting formal quotes from brokers in the area for the upcoming quote season. If it is the desire of the Board, Administration will pursue soliciting proposals from interested and qualified insurance brokers.

Mr. Reinboth led discussion of Mr. Vail’s memo attached to this evening’s agenda. Dr. Turnbaugh explained the concept of soliciting proposals for a broker of record. Mrs. Mueller stated she thinks this item is worth pursuing as a good broker will solicit several companies. Mr. Miller suggested brokers can reduce their fees which will need to be assessed in making the selection. Motion by Dr. Pollock to develop an RFP and solicit proposals. Second by Ms. Driban. Motion carried 3-0.

#### Payment of Bills Policy Review

Per discussion at the September 8, 2009 Board meeting a copy of the current Payment of Bills Policy (Policy 7.27) is attached to this evening’s agenda along with the September 11, 2009 weekly bills list to be used as a current example of how the bills have historically been processed and paid.

- Historically all items that appear on the green and blue sheets have been sent out on the check run date.
- Items on the yellow sheets (limited to Fund 10 (General Fund) only) are held for three business days and are released if no board member requests any or all be held on the third day.

- Per policy any Board member may request that an item be held for review at the next regular meeting of the Board.
- The weekly bills list is reviewed by the District Treasurer who signs off on each week's report and returns it to be filed in the business office. This is per Finance Committee directive adopted when we went to electronic signatures in 2005.
- The monthly summary list appears in the monthly financial reports section of the agenda for formal acceptance by the Board.
- The entire list of all transactions for the month is signed by the Board President and placed in the minutes of that meeting for the permanent record.

Mr. Reinboth reviewed Mr. Vail's memo. Dr. Turnbaugh explained why he thought that this item should be on the Finance Agenda and proceeded to update the Committee on changes that will be made to the weekly bills list upon Mr. Vail's return. He indicated that after his discussion with Mr. Vail with issues raised by Mr. Miller that henceforth all funds will be treated the same according to Board Policy. Bills will be listed in two color codes (green – pre-approved; yellow – pending). Dr. Turnbaugh suggested a change should be made to the language on the review request page of the bills list. He suggested that any inquiry by a Board member of a bill being paid should be held until resolved, per existing policy. However, a chain of command should be set up to resolve concerns associated with the payment of any bill through correspondence to the Business Administrator. If the matter is not resolved to the satisfaction of the Board member the matter would be referred to the Superintendent; and if still not resolved taken to the Finance Committee for final disposition. Mr. Hezel suggested that if the inquiry makes it thru Finance Committee the bill should be paid. Mr. Miller suggested that inquiries be resolved before the Wednesday mailing of payments (either by faxing requested information to inquirer, etc).

Ms. Driban quoted Policy 1.1, Policy Adoption, Revision, Limitations and Exceptions, paragraph III. Updating Existing Board Policy, letter B., stating that this item does not belong in finance committee and made a motion that this issue be moved to the Administration Policy Committee to accomplish the discussed changes to policy. Second by Dr. Pollock. Motion carried 3-0.

#### Adjournment

Meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Thomas M. Turnbaugh