

# BUDGET AND FINANCE COMMITTEE

JANUARY 12, 2009

## ADMINISTRATION BUILDING

### MINUTES

#### OPENING BUSINESS

Call to Order -- The meeting was called to order at 7:28 P.M.

Roll Call -- Members present: Mr. Kauffman, Dr. O'Connor, Mr. Smith, and Mrs. Lingg

Also Present -- Mr. Yingst, Mr. Bortner, Mrs. Hersh, Mrs. Smith, Mr. West, Mr. Zeigler, Ms. McDermitt, Mr. Hershner, Mr. Wentz, Dr. Dillon, Dr. Doll, Mrs. Gunnet, Mr. Stahlman, Mrs. Frock, Mr. Klenk, Mrs. Dubbs, Mr. Samuelson, Wayne Topper, Elaine Kennedy, HEA; Jane Brown, HEA; Heather Faulhefer, Evening Sun; Linda Yowaiski, HPESPA.

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**PUBLIC COMMENTS:** None

- a) **Donation** – The Committee was requested to recommend Board Approval of a donation of two Automatic External Defibrilators (AEDs) (Model: Medtronic Physio-Control Lifepak 500 Defibrillator) from the Hanover Hospital. The cost of the two defibrilators is \$2,790.00. One AED will be placed at the maintenance building and one will be utilized as a portable AED for district events throughout the school district.

**DISCUSSION:**

Mr. Smith commented that the cabinets for the AEDs came from the nurse's budget. Mr. Wentz stated that it is proper to categorize where applicable and then make budgetary transfers at the end of the year.

**COMMITTEE ACTION:**

Mr. Kauffman made a motion to recommend Board approval for the donation as presented. Seconded by Mrs. Lingg and approved by the Committee.

- b) **Donation** – The Committee was requested to recommend Board Approval of a donation of five 10"w x 12"h plastic 3-Way View AED signs from the Hanover Hospital. The costs of the signs is approximately \$300.00. The signs will be placed at the top of each AED cabinet in the high school, middle school, and each elementary school.

**COMMITTEE ACTION:**

Mr. Kauffman made a motion to recommend Board approval for the donation as presented. Seconded by Dr. O'Connor and approved by the Committee.

- c) **Donation** – The Committee was requested to recommend Board Approval of a donation of \$1,500 for the Sonny Sheppard Relays from The Hanover Shoe Farms Foundation, Inc., Russell Williams, President.

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### DISCUSSION:

Dr. O'Connor wondered if the Sonny Sheppard Relays were going to take place because the track is so bad. Mr. Stahlman stated that some work was completed. Shale was brought in that matches the cinders but the track hasn't been used yet to see if it has improved.

### COMMITTEE ACTION:

Mr. Kauffman made a motion to recommend Board approval for the donation as presented. Seconded by Mrs. Lingg and approved by the Committee.

- d) **Donation** – The Committee was requested to recommend Board Approval of a donation of \$2,000 for the Sonny Sheppard Relays from The Lawrence B. Sheppard Foundation, Charlotte Sheppard Devan, President.

### COMMITTEE ACTION:

Mr. Kauffman made a motion to recommend Board approval for the donation as presented. Seconded by Dr. O'Connor and approved by the Committee.

- e) **Bid Advertisement For 2009-2010**- The Committee was requested to recommend Board Approval of the advertisement of bids for the following items:

Athletic items (internal bid)

Sports/Phys Ed/Health Supplies (LIU Joint Purchasing Bid)

General supplies, Paper supplies, and Art supplies (LIU Joint Purchasing Bid)

Musical instruments (internal bid)

Custodial supplies (internal bid and LIU Joint Purchasing Bid)

### COMMITTEE ACTION:

Mr. Kauffman made a motion to recommend Board approval for the bid advertisement as presented. Seconded by Dr. O'Connor and approved by the Committee.

- f) **State Audit Response** – The Committee was requested to recommend Board Approval of the state audit response to the Commonwealth of Pennsylvania, Department of the Auditor General for the years ended June 30, 2004 and 2003 and in certain areas extending beyond June 30, 2004 through April 24, 2007 (**enclosure**).

### DISCUSSION:

Dr. O'Connor stated that he didn't understand the enclosure regarding the state audit response. Mr. Wentz stated that there were two findings and one observation. Mrs. Lingg wondered if they were all addressed. Mr. Wentz stated that they were addressed. The District made the changes and were never asked for a response from the state.

### COMMITTEE ACTION:

Mr. Kauffman made a motion to recommend Board approval for the state audit response as presented. Seconded by Mrs. Lingg and approved by the Committee.

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- g) **INFORMATIONAL ITEM**-Financial Interest Statements 2008

**DISCUSSION:**

Mr. Wentz stated that financial interest statements are to be completed by the Board members.

**NO ACTION WAS REQUIRED**

- h) **INFORMATIONAL ITEM**-Cafeteria Audit (**enclosure**)

**DISCUSSION:**

Mr. Wentz stated that there was a positive response.

**NO ACTION WAS REQUIRED**

- i) **INFORMATIONAL ITEM**-2008 Approved Nursing Education Program Annual Report

**DISCUSSION:**

Mr. Wentz stated that the State Board reviewed the nursing education program. The program remains on the list of nurses for the State Board of Nursing. Compliments should be made to Mary Brown. There were very few suggestions for improvement.

**NO ACTION WAS REQUIRED**

- k) **OTHER BUSINESS** -- There will be a Budget Meeting on Thursday, January 22, 2009, beginning at 6:00 P.M.

**ADJOURNMENT:**

The meeting was adjourned at 7:35 P.M.

**THE NEXT BUDGET AND FINANCE COMMITTEE MEETING IS SCHEDULED FOR FEBRUARY 9, 2009, AT 6:00 P.M. IN THE BOARDROOM OF THE ADMINISTRATION BUILDING.**