

## Finance Committee Agenda

Meeting Information			
Meeting Date/Time:	Wednesday, January 24, 2024 2:00 PM EDT	Location:	Virtually- Zoom
Meeting Called By:	Ms. Emily Zimmerman	Purpose of Meeting:	Committee Meeting
Chairman:	Ms. Emily Zimmerman	Recording Secretary:	Ms. Amy Reis
Purpose Statement:	Assist the Joint Operating Committee in fulfilling its oversight responsibilities of the LCCTC’s management of its financial resources. This includes but is not limited to, LCCTC’s financial planning, purchasing, and capital management processes.		
Attendees			
Mr. Andrew Welk, Ms. Emily Zimmerman Mr. Frank Ayata, Mr. Jason Harris, Dr. Stuart Savin, Mr. Tom Wolfe, Mr. Tim Klein, Ms. Kelly Decker. Ms. Darla Gettle, Ms. Amy Reis			
Minutes			
Call to Order at 2:00 PM by Ms. Emily Zimmerman.			
Previous Meeting Minutes Ms. Zimmerman	Previous month’s meeting minutes and open action items		
Financial Reports			
<ul style="list-style-type: none"><li>Treasurer’s Reports:<ul style="list-style-type: none"><li>General Fund- <a href="#">December</a></li><li>Began with 9.148M; Ended with 7.396M – Noticeable expense is PSERS 843K for December.</li><li><a href="#">Capital Funds 2001</a>,<ul style="list-style-type: none"><li>Began with 973,788.74: Ended with 942,402.03</li></ul></li><li><a href="#">Capital Funds 2018</a><ul style="list-style-type: none"><li>Began with 469.767.54; Ended with 424,757.11</li></ul></li></ul></li><li><a href="#">Line Item Report</a></li><li>Bill Payment: <a href="#">Listing</a>, <a href="#">Summary</a></li><li><a href="#">Production Account</a><ul style="list-style-type: none"><li>BT = Began with 59,950.17; ended with 59,505.18</li><li>MJ = Began with 57,528.03; ended with 63,451.71</li><li>WS = Began with 115,359.24; ended with 116,887.93</li><li>Our goal is to spend down to 3K or less by end of year.</li></ul></li><li>Internal Service Fund Report-<ul style="list-style-type: none"><li><a href="#">Health</a>, - Net Bal 12/31/23 15.4K</li><li><a href="#">Unemployment</a> = Net Bal 414.14</li></ul></li><li><a href="#">Cafeteria Report</a><ul style="list-style-type: none"><li>Begin -576K; End -598K</li></ul></li></ul>			
Permission to Purchase/Bid/RFP, Award Bids/RFPs			
<ul style="list-style-type: none"><li><a href="#">Permission to Purchase:</a><ul style="list-style-type: none"><li>Emergency purchase approved through policy 612. There are related ratifications. We approved some of these purchases as the foundation will reimburse them. These needed to be done by 12/23. These items need to be ratified, and in the future, they need to be. Dr. Savin, which ones of these had to go to bid – Mr. Ayata, everything except the bottom 2 needs to go through the bid process. Dr. Savin – We are acknowledging that all these needed to go to BID, but didn’t. Most of these are Costar. Ms. Zimmerman – Clarify, have</li></ul></li></ul>			



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these items have been purchased? Ms Decker, all the teacher innovations have been assigned a PO and were sent out. Ms. Zimmerman - is there anything else that we need to do? Dr. Savin – That is why these are specifically called out for ratifications. All we can do is note in the file that we acknowledge it and are aware to ensure this doesn't happen again.

- Permission to Award Bids
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- Permission to Bid:
  - [Uniform RFP](#) – Table this for JOC meeting possibly March 2024

### Seeking Approval

- [Transportation Contracts](#)
  - Prepared contracts were sent out with an overall increase of 4.9% Ms. Zimmerman – Please explain the increases. Mr. Ayata– I collect increases from each school district that has a transportation contract and average the increase. Then, apply that increase to the previous year contract rate. Mr. Welk – This is based on each student from each district. Mr. Ayata – yes, each district has a different number of students they transport, and each district shares in the increased cost.
- [MJ Farmland Lease](#)
  - Difference - The #3 rate has increased to \$325.00 per acre, and at the end, language was added for us to terminate the agreement as necessary based on our subdivision in MJ. Mr. Welk – Is this a lease for them to use our land? Any note as to why the increase? Mr. Ayata – the increase is minor, do inflation. The added language is to add flexibility to our contract
- [Holiday Schedule for 2024-2025 School Year](#)
  - This is a small change from December 30 to Dec 24 for winter break. Ms. Zimmerman – How many school districts have changed to complete 2 weeks off, ex, Warwick did. Dr. Savin – We haven't looked at the calendar. This is just the holiday schedule. Mr. Wolfe – We haven't looked at what the districts are doing. Mr. Ayata – This is the first step on our calendar.
- [Carol Gilbert Consulting Contract](#)
  - Email to JOC members – Feb 5<sup>th</sup> is the start of a new Food Service Director. This is to extend the contract with Carol Gilbert until then.
- HSA Employer Contributions for Health Plan: Contribution amounts are 60% (Jan-Feb), 20% (May), and 20% (September). We recommend modifying the employee schedule for 2024. For 25-26,(Jan) 50%, (May) 25%, (Sept) 25%.
- [EHCC Agreement](#): “The previous documents for the EHCC were a combined document containing the bylaws and the agreement. This created confusion and an inability for the EHCC to change our operating procedures (as might be necessary). As a result, and due to the IU13 leaving the group, we took the opportunity to split the documents into bylaws and an agreement. The Agreement is what is required to be approved by each school board. The bylaws do not require board approval.”
  - Mr. Welk- EHCC: Is there anything different that was sent to the school districts? It is all the same language. Mr. Ayata – Correct. This is what the school districts have already gone through
- Updated Act 93, Specialized Staff, and Support Staff [Wage Ranges for 2024-2025](#)
  - 3.3% wage ranges. All the salary wages were raised by 3.3% based to the agreement

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- [Budget Transfers](#)
  - Transfers 3 are listed. There are more based on the reports in the next few months
- Temporary assign Open Records Officer from Mr. Ayata to Dr. Savin.

Approval for these items – Ms. Zimmerman, Mr. Welch both have no concerns.

### Informational Items

- Adult Education Budget – Total budget \$338,689.33. Tuition and fees have increased between 3.9 – 5%. The adult program is continuing to be solvent.
- 2024-2025 Budget Update- District Presentations, [Votes](#)
  - Votes are coming in as of last week. At this point we are on track to move forward with the general budget. Mr. Zimmerman – Received an email from Elizabethtown voted it down. She implied that SDoL did also. She expressed concern that information is being relied difficult. She suggested graphs or better ways to communicate budget needs. Mr. Ayata – Thank you
- Lions Club Agreement
  - Dr. Savin We are expecting a legal document from an executive meeting for the early exit of the Lions Club agreement for the February meeting.
- [MJ Roof Project](#)
  - Received an updated version \$479743, 2024-25 school year roof restoration project
- Discussion of cafeteria contracts
  - We provide Cafeteria food to Janis and YWCA. We have been using maintenance to move food back and forth to the “Y” because of continued staffing issues in the cafeteria. We cannot continue to provide services outside of LCCTC. We have an exit clause in the contract. It is a historical piece that we used for profit. We cannot continue to service the “Y” when struggling to service our own students here at CTC. In the open meeting it will be a discussion item tomorrow

Mr. Welk – Can we combine all this information into one PDF packet? It would be cleaner to open 1 document instead of all these tabs. The PDF could be emailed. Dr. Savin – With the transition in the business office, please give us the opportunity to work with a new business manager to address this topic.

Adjourned at 2:31 p.m. by Emily Zimmerman

Next regularly scheduled meeting: Wednesday, February 21, 2024