

**M I N U T E S**  
**Mason Consolidated Schools**  
**Meeting of the Finance Committee**

Proposed  
**January 10, 2013**

**Finance Committee**

On January 10, 2013, the Finance Committee held a meeting in the Superintendent's Office at Mason High School. The meeting began immediately following the Buildings & Grounds meeting, at 9:04 a.m.

Committee Members Present: Fowler, Larrow, Clark  
Committee Members Absent: None  
Also Present: Drewyor, Strick, Billegas, Kisonas

**Review/Approval of Agenda**

It was moved by Clark, supported by Larrow to approve the agenda as presented. Motion carried 3:0.

**Monthly Items**

**Review of monthly reports**

- The December 2012 check registers, monthly financials, and December 6<sup>th</sup> minutes were reviewed. Mrs. Fowler asked about a student activity check, and Mrs. Clark asked Mr. Kisonas about an iPad purchase for a homebound student. The monthly finance topic was deferred until after the liaison officer proposal.

**Old Business**

- There were no Old Business items to discuss.

**New Business**

**Liaison Officer proposal-** Sgt. Dean Ansel of the Erie Police Dept. was present as a representative for Erie Township. He distributed a proposal that was made last year for a liaison officer. He stated that the administrative fee will be dropped to \$5,000, and that Luna Pier will be asked to chip in on an annual basis. If Luna Pier donates \$5,000 on an annual basis, the cost would go down to \$32,000 per year. The patrol car is included in the administrative fee, and court time or sporting events would also be included. He stated that the liaison officer would help with emergencies, such as shootings, but would also help with incidents involving other students. Mr. Drewyor and Mrs. Clark agreed that the rate is good, but that our expenses are over revenues at this point. Sgt. Ansel stated that it will actually cost the township approximately \$67,000 to hire the officer, and the officer would do township police work during the summer. He stated that during the school year, the officer would be stationed at the high school, but that the officer would rotate throughout all of the buildings. It was agreed that Sgt. Ansel would attend the February 4<sup>th</sup> meeting to make another presentation to the entire board. In the meantime, Sgt. Ansel will see if Luna Pier can commit to paying \$5,000 per year.

**Monthly Finance Topic-** Ms. Strick distributed multiple spreadsheets related to current employee salaries, class size/head count history, current insurance benefits by employee group, insurance costs to the District, insurance cap figures, and more. Ms. Strick encouraged the administration to get creative with staffing, as the head count has decreased over the years. She stated that it is not cost-effective to have classes with 7-10 students. She would like the numbers to be reviewed sooner than later. As far as negotiations go, Ms. Strick stated that the Board will need to set parameters before negotiations can take place. Mr. Drewyor added that projections must be reviewed before parameters can be set. During the discussion Ms. Strick stated that there is now a delay on Section 25, which would have provided funds for students who entered the district after count day. Section 25 will not take effect until 2013-2014, instead of this

year, as originally announced. During the conversation, a question was raised about the process of putting the District's auditing out for bid. Ms. Strick explained that the job goes out for bid every 3 years, and the audit ensures that we are following generally accepted accounting practices. The firm must be reputable, dependable, and knowledgeable of school accounting. When we get a new auditor, the firm has to learn our software among other things. Ms. Strick reviewed salaries that have been budgeted. She stated that she needs to be aware of all schedules and changes, as salaries have to be coded correctly. She added that schedules must be known up front so that we don't encounter a problem again, such as a music teacher with a less than full time schedule. Ms. Strick stated that after salaries are reviewed, then benefits are examined. The budget is determined down to the last detail. She provided a spreadsheet of money that the district would have saved with a benefits reopener. Had the benefits reopener materialized, the District could have saved \$287,289.02 this year.

This year, the only group affected by the CAP is the administrative assistants group. She stated that tentative agreements didn't need to depend on the MEA's decision. Ms. Strick went on to explain her own health benefits, stating that although she is a Mason employee, Whiteford had lower rates, so she went with Whiteford's plan. She added that all expenses of the business manager are split, and that Mason pays 60%, and Whiteford pays 40%. Ms. Strick continued with her presentation, stating that after salaries and benefits are budgeted, money is budgeted for each building. Right now, we give a \$70 per student allowance for the discretionary fund. Ms. Strick stated that she needs to know about textbook purchases immediately so that we aren't surprised with an expense at the end of the year.

**Rose Ravary's contract-** Mr. Drewyor stated that the technology aide position has changed. Ms. Ravary is responsible for the high school and elementary technology. He is suggesting that the position consist of 240 days per year, 8 hours per day and that health care coverage be added. Mr. Kisonas stated that over the past couple of summers, he has needed Ms. Ravary here for summer projects. Ms. Strick asked if a degree is required for the position; Mr. Kisonas stated that a degree is not necessary. Mrs. Fowler asked Mr. Kisonas for an explanation of his and Ms. Ravary's duties. He stated that he does the bigger projects and that Ms. Ravary tends to the day to day support. He added that Pam Dusseau helps support the middle school technology. Mr. Drewyor stated that the increase in days and hours, as well as the benefits, would be covered by technology funds. Ms. Strick stated that her role in the district is to comment on finances, and that her comments are not against any person or department. She stated that we need to have enough technology money to support and update our current technology. She stated that districts were warned against using too much of the technology funds for salaries and benefits. She stated that it's a good thing that we have funds to carryover. She added that the amount of the technology fund has been decreasing, as it is based on property values. Mrs. Clark said that the topic should be further reviewed and brought to the entire Board. She would like to see all of the technology employees' duties outlined. Ms. Strick added that the paraprofessionals' contract has a technology category already. Ms. Ravary was given an increase a few years ago. Ms. Strick stated that Ms. Ravary is budgeted to work 180 instructional days and it sounds like Mr. Kisonas needs help with summer projects. Days could increase during years when there is a big project, rather than doing a permanent increase in days. Ms. Strick clarified again that she must show all sides when there is a discussion on spending money.

### **Public Comment**

Mr. Ginther stated that we have a fire and police millage, and that money for the liaison comes out of the police budget.

### **Adjournment**

At 11:59 a.m., the meeting was adjourned.