

Beaufort County School District Finance Committee		April 11, 2019      5:00 pm <u>Location:</u> Hilton Head Island Library
Members present	JoAnn Orischak(Chair), Richard Geier, and Rachel Wisnefski	
Others present	Christina Gwozdz, Earl Campbell, William Smith, Tonya Crosby, William Saunders (arrived 5:07 p.m.) and Melissa Hibbs	
Call to Order	The Mrs. JoAnn Orischak called the meeting to order at 5:00pm followed by the pledge of allegiance.	
Approval of Agenda	<b>A motion to approve the agenda was passed 3-0.</b>	
Approval of Minutes	<b>Mrs. Orischak moved to table the approval of the minutes for the March 14<sup>th</sup> meeting until the next meeting. The motion passed 3-0.</b>	
Public Comment	Mrs. Orischak noted that there were no members of the public or media at the meeting.	
Agenda topic	Community Information Request	
	Discussion was held about certain charges on the P-card report. Mrs. Crosby provided information about recent fraudulent activity on the Maintenance P-Card and indicated that all transactions had been identified, disputed and refunded back to the District. Discussion of the use of Paypal was held. Mrs. Crosby indicated that this is not an acceptable payment practice for the District. Vendors have the capability of accepting payment through PayPal even though payment is not transacted on our end in this manner. Mrs. Crosby commented on the internal controls surrounding the P-Card and that safeguards that are in place to counteract the work of hackers and prevent or quickly detect the occurrence of fraudulent charges. A review of P-Card internal controls will be held at the May Finance Committee meeting.	
Agenda topic	Instructional Technology Audit	
	<p>Mrs. Crosby summarized efforts to initiate an instructional technology assessment as requested by a Board member. Background information was provided. She, with permission from Dr. Berg, put out a bid to seek an outside firm to perform the assessment. The scope of the bid was developed by staff and the bid document was released. Three responses were returned, and the firm with the lowest qualified bid was identified, McRel International, at a cost of \$55,843 for Phase I of the project, including travel expenses.</p> <p>Discussion on the topic of an Instructional Technology Audit was held. Colonel Geier made a suggestion to postpone the audit to the next fiscal year because of the current year budget shortfall. Other suggestions included increasing the scope of the audit to include an analysis of software, hardware and the impact on student achievement.</p> <p>Mrs. Orischak recommend the audit information be presented to the Academics Committee for review and input.</p>	
Agenda Topic	Review of ESSA Report and Average Teacher Salaries	
	<p>Mrs. Crosby provided documents as follows:</p> <ul style="list-style-type: none"> <li>• ESSA Per Pupil Expenditures Report 2017-18</li> <li>• BCSD Average Teacher Salary by Location</li> <li>• Cost of Living Increase for Teachers</li> </ul> <p>Discussion was held regarding the School District competition for teachers with nearby School Districts, the history of cost of living and step increases in Beaufort and the date of the last classified salary study, which was 2015-16.</p>	
Agenda Topic	Minority Report	
	Ms. Crosby presented P.E. Monitoring Report 4.5, Minority and Women Owned Business Enterprises, as a requirement of the Procurement Code. Discussion was held about the	

	report, including an explanation of the goals and the method of tracking minority and women owned businesses in the District's financial software system. Discussion was held about how to make bids & opportunities more prominent on the website. <b>A motion was made to approve the MWBE report and move to consent agenda for Board approval. The motion passed 3-0.</b>
Other matters	None
Future Topics	<ul style="list-style-type: none"> <li>• Procurement Card Internal Controls</li> <li>• The Impact of Not Having a Grant Writer</li> <li>• Costs of International Baccalaureate Programs</li> </ul>
Adjournment	The meeting was adjourned at 6:20pm.
Next meeting date	The next meeting will be held on a date to be determined.

(Signature on Official File Copy) \_\_\_\_\_ Date: May 9, 2019

JoAnn Orschak, Board of Education Finance Committee Chair  
Minutes prepared by Robyn Cushingberry, Executive Assistant