

Beaufort County School District Finance Committee Meeting Minutes		DATE September 12, 2019 TIME 5:00 PM Location: Hilton Head Island Library
Members present	JoAnn Orischak (Chair), Rachel Wisniewski	
Others present	Christina Gwozdz, Melvin Campbell, Tonya Crosby, William Saunders, Mark Chauhan, Robyn Cushingberry, Melissa Hibbs, Mr. & Mrs. Cambria, Mr. Bisi, Rachel Jones	
Call to Order	Mrs. JoAnn Orischak called the meeting to order at 5:00 p.m. followed by the pledge of allegiance.	
Approval of Agenda	Motion to Approve the Agenda	
Action	<p><b>Dr. Rachel Wisniewski made a motion to approve the agenda. The motion was seconded by Mrs.Orischak. The motion passed 2/0.</b></p> <ul style="list-style-type: none"> <li>• Mrs. Orischak briefly discussed the format of the meeting.</li> </ul>	
Approval of Minutes	Motion to Approve the July 31, 2019 Meeting Minutes	
Action	<p><b>Mrs. Orischak and Dr. Wisniewski requested changes be made in the wording of the minutes. Dr. Wisniewski made the motion to accept the July 31 minutes. The motion was seconded by Mrs. Orischak. The motion passed 2/0.</b></p>	
Public Comment	Public comments were made by Mr. Cambria and Mr. Bisi.	
Agenda topic	Discussion of MOU and \$125,000 Dual Enrollment Tuition Credit	
	<ul style="list-style-type: none"> <li>• Mrs. Tonya Crosby discussed the history of the MOU with TCL</li> <li>• Discussion was held about reporting problems from TCL, the intent of the Board regarding services offered by TCL, and the validity of the MOU if TCL has not met its obligations</li> <li>• Mrs. Crosby is in the process of setting up a meeting with Dr. Gough at TCL and will inform the committee of the date of the meeting once it has been set</li> </ul>	
Agenda topic	PE 4.5 Minority/Women Owned Business Enterprise Report	
	<ul style="list-style-type: none"> <li>• Ms. Crosby explained why Sole Source Report was included in documents</li> </ul> <p><b>Mrs. Orischak made a motion to table the Sole Source Report until the next meeting. The motion was seconded by Dr. Wisniewski. The motion passed 2/0.</b></p> <ul style="list-style-type: none"> <li>• Ms. Crosby explained M/WBE Report and methods used to encourage minorities and women to bid on projects</li> <li>• Discussion was held about how to expand efforts to increase the applicant pool</li> </ul> <p><b>Mrs. Orischak made a motion to recommend to the Board that the M/WBE Report be approved. The motion was seconded by Dr. Wisniewski. The motion passes 2/0.</b></p>	
Agenda Topic	Review New Budget Timeline	
	<ul style="list-style-type: none"> <li>• Discussed changes made to the timeline by the committee</li> </ul> <p><b>Dr. Wisniewski made a motion to recommend that the Board approve the Fiscal Year 2020-2021 budget timeline submitted by the committee. The motion was seconded by Mrs. Orischak. Motion passed 2/0.</b></p> <ul style="list-style-type: none"> <li>• The committee members would like this to be on the agenda for the next Board meeting but will leave it to the Officers to decide.</li> </ul>	
Agenda Topic	Review Edits to Procurement Code	
	<ul style="list-style-type: none"> <li>• Discussed changes to the Procurement Code that were approved by the Board and the committee's intention to continue reviewing the Code</li> <li>• Ms. Crosby reported that the updates to the Code have been made on the website</li> </ul>	

Agenda Topic	Review RFPs
	<ul style="list-style-type: none"> <li>• Mrs. Crosby gave updates on the RFPs <ul style="list-style-type: none"> <li>○ Municipal /Financial Advisors – The final scope of work had been finalized and is waiting on Superintendent’s approval before advertising</li> <li>○ Grant Writer RFP- It was issued on July 18, 2019 with a return date of August 16</li> <li>○ P-Card Audit RFP- It was issued on July 18, 2019 with a return date of August 23</li> </ul> </li> <li>• Mrs. Crosby requested additional guidance from either the committee or the Board in an Executive Session</li> <li>• Discussed confidentiality of RFPs in reference to an Executive Session</li> <li>• Committee members agreed that it should go to the full Board and left it to the officers to put on the agenda</li> </ul>
Agenda Topic	Cost of Referendum
	<ul style="list-style-type: none"> <li>• Discussed funding the election cost of the referendum</li> <li>• Mrs. Crosby gave the estimated cost of approximately \$92,000 from Marie Smalls of the Elections Office</li> <li>• Mrs. Orischak requested that the full Board be forwarded a copy of the estimated election cost</li> </ul>
Agenda Topic	List of Administrative Technology Under Purview of Finance
	<ul style="list-style-type: none"> <li>• Committee members asked Mark Chauhan, Technology Services Officer, questions</li> <li>• Mr. Chauhan will provide additional information about FOIA software and cost</li> <li>• Discussed the process for all BCSD employees to request hardware and software through online forms which now include two new questions. The questions address recent Board action by incorporating justification and measured outcomes for all instructional requests</li> </ul>
Future Topics	<ul style="list-style-type: none"> <li>• Update on meeting with TCL regarding MOU</li> <li>• Procurement Code</li> <li>• Budgeting recommendations that Finance Committee will take to BOE for budget preparations</li> </ul>
Adjournment	The meeting was adjourned at 7:04 PM
Next meeting date/location	The next meeting date will be held at October 10, 2019 at the District Office

(Signature on Official File Copy)

Date: October 17, 2019

JoAnn Orischak, Board of Education Finance Committee Chair

Minutes prepared by Robyn Cushingberry, Executive Assistant