



Finance Committee Meeting Minutes

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Attendees:

Dr. Valdenia Winn, Randy Lopez, Yolanda Clark, Dr. Anna Stubblefield, Steve Lilly, Tracy Kaiser, Wayne Correll and Leslie Smith

Welcome

- The meeting was called to order at 4:35 pm by Dr. Valdenia Winn
- Roll call
- Dr. Winn welcomed attendees

Approval of Agenda

- Motion by Randy Lopez and second by Valdenia Winn
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Approval of Minutes from March 7, 2023

- Motion by Randy Lopez and second by Yolanda Clark

Old Business

- **Review Notify the Purchase Card Administrator (PCA) Pg. 6**
- **Fraud Recovery Process**
 - Edit and Review The Recovery from Employee:
 - If charges made by an employee are determined by the PCA to be in error (card used in error), then the employee will notify the PCA of the charge upon discovery and write a check to reimburse the district payable to: Treasurer BOE – Credit Card for the amount of the charge and give to the PCA upon submission of the monthly card reconciliation.
 - If charges are determined to be fraudulent, the PCA will immediately contact Commerce to inactivate the card to prevent additional purchases and dispute the identified charges. PCA will then notify the Director of Purchasing and Executive Director of Business Services of the amount and nature of the fraudulent activity. The PCA will then contact the District Police Department to file a police report. The PCA will provide a copy of the filed police report to Commerce Bank and maintain a copy of the report in files maintained by the PCA.
 - Upon dispute of the fraudulent charges to Commerce, Commerce will forward a form to the PCA requesting detail of the fraud. Once this form is returned, Commerce will take over the investigation process

Purchase Procedures Manual

- Local Vendor
 - Any vendor domiciled within the boundaries of Kansas City Kansas Public Schools/Unified School District No. 500.
- Review Unified Government of WYCO – Supplier List
 - Edit and Review Updates to Local vs. Preferred Vendor
 - Staff will review the list of local vendors that appears on the Purchasing website to determine if there is a Local Vendor that can fulfill the request. Where a Local Vendor exists, Staff will obtain a written quote and attach electronically to the BusinessPLUS requisition
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- Review and Update Bid Process
 - To allow 5-7 business days for Bids

Budget Discussion

- Review Board Strategic Priorities for the last 2 years
 - Review Priorities and rank in level of importance – (top 10)
 - Review Board Priorities at April 11 Board meeting
- Review Building Needs Assessments
 - Need more teachers, paras, social workers, psychologists, security guards, and janitors
 - Upgrade HVAC systems (in older school buildings) (part of ESSER funding)

Next Meeting

- March 21, 2023

Adjournment

- Meeting adjourned at 5:34 pm