

## FINANCE/PERSONNEL COMMITTEE MEETING

Meeting Date: February 11, 2020

<b>Members:</b>	<b>Attendance:</b>
Annette Johnson	No
Dan Barreiro	Yes
Alex Arroyo	No
Dr. Ann Williams	Yes
Dr. Kim Ontiveros	Yes
Dr. Jennifer Norrell	Yes

### **Participants:**

Steve Megazzini, Dr. Robert Grossi – Bloom Township Treasurer's Office

Public Comments – None

Donations – Accepted

Financials – Dr. Williams reported the December 2019, month end financials. She advised the committee that the IMRF Beginning Balance deficit was addressed through the 2019 tax levy process. According to Dr. Williams, the Beginning Balance has been negative for several years.

FY20 Budget Update – Dr. Williams reported that all grants are on track to spend 90% of their annual allocations by March, 2020. Grant amendments are in process for several grants. The grant coordinators will meet in March to begin planning for summer school.

The purchase request deadline for this fiscal year is April 15<sup>th</sup>, 2020. A memo has been distributed to administrators. This deadline will help with the budget amendment for the current year and also start budget preparations for next fiscal year.

Dr. Williams shared the anticipated schedule for the 2019-2020 budget amendment. The amended budget will be presented to the Finance & Personnel Committee at its May meeting. The amended budget will then be brought to the Board of Education for consideration in June.

FY21 Budgeting Methodology – Dr. Williams provided an overview of the Zero Based Budgeting methodology. This method of budgeting has no assumptions based on prior years. All expenses must be justified and every function within the organization is analyzed for its needs and costs. Mr. Barreiro asked about how salaries are projected. Dr. Williams explained the process and informed the Committee that staffing meetings were currently in process. Preliminary meetings with administrators will begin in April with the goal to complete the process by the end of June.

Regular and Special Education Transportation Bid Timeline – Dr. Williams spoke to the committee about upcoming transportation bids. The district operates under a combined bid with West Aurora, District 129 for the transportation needs of Special Education out of district students. Dr. Williams reviewed the bidding timeline. Bid results will be presented to the Finance and Personnel Committee at its March meeting. The in-district transportation bid will likely be released next week with anticipated recommendation to the full board in April.

Township Treasurer's Annual Investment Report – Dr. Robert Grossi from Bloom Township Trustee of Schools reviewed the annual investment report. Interest is distributed quarterly to the 20 member districts. As of calendar year end, District 131 accounted for 13.6% of the total investments managed

by Dr. Grossi.

Fine Arts Payments to Staff – Topic was tabled and will be brought back to the committee at a later date.

Food Service Program Pilots – Dr. Williams explained that a pilot program for Breakfast After the Bell will start on March 2<sup>nd</sup>, 2020, at Brady and Krug. Preferred Meals has met with the principals at these school to discuss logistics and implementation.

Dr. Williams has also been working with the State of Illinois to allow for the addition of a supper program under our current food service contract. If approved, this pilot program would tentatively begin the middle of March. The pilot program would serve students at three elementary schools, Oak Park, Beaupre and Brady and all middle schools. The program targets students participating in after school programs. Dr. Williams estimates the pilot program will serve roughly 1,200 students. Dr. Williams noted that reimbursement rates exceed estimated variable costs associated with the program.

Risk Management – Dr. Williams and Steve Megazzini have been collaborating with the district insurance broker, to coordinate loss control trainings with staff and to develop a comprehensive risk management plan. Currently, the district has several facets of risk management in place including; asset tagging for technology equipment, documenting equipment inventory by building, accident investigation trainings, a streamlined gasoline purchasing process and new procurement card guidelines. Additionally, the business office has an internal auditor conducting accounts payable, payroll, and ad hoc audits. The B&G Department is also implementing an equipment sign-out process to keep track of assets. Dr. Williams anticipates issuing the Request for Proposals for a fixed asset valuation next month. Dr. Williams also emphasized that a comprehensive plan will need to include controls for all areas of liability to mitigate risk.

District Vehicles Discussion – Steve Megazzini explained to the committee that the FY20 Budget included four vehicle replacements. In accordance with Board policy, three quotes will be obtained and compared to the available state bid. The fourth vehicle will not be replaced at this time. Instead the money will be used to purchase two smaller, multi-use utility vehicles which can be used year-round.

IASB PRESS Revisions – Dr. Ontiveros reviewed revisions to policy 6:300 Graduation Requirements. Starting with the 2020-21 school year the State of Illinois will require any student graduating from a public high school to file a Free Application for Federal Student Aid (FAFSA) with the United States Department of Education or, if applicable, an application for State financial aid. A waiver must be filed if the student, parents or guardian of student, chooses not to file a FAFSA. A discussion ensued regarding the new law. Dr. Norrell stated she has been in contact with the Kane County Regional of Education.

Census 2020 – Dr. Norrell shared information regarding the upcoming census night. The census night will be held on Monday, April 13, 2020. The event intends to encourage families to complete the 2020 census.

## **Old Business**

Bardwell Community Move Update – Dr. Williams and Mr. Megazzini have been meeting with move consultants and are currently drafting a Request for Qualifications which will be released later this month. Dr. Williams referenced an email from the builders stating the project is still on track.

Bond Update – Several bond calls have been held since the rating was confirmed last week. The bonds are scheduled to be sold on the open market February 12, 2020.

Hope Wall Capital Improvements – Dr. Williams provided updates on the playground replacement, roof replacements and HVAC projects at Hope Wall School. Dr. Williams will provide the committee with more details at the March 10<sup>th</sup> meeting.

Bid Summary – Dr. Williams highlighted a few upcoming bids from the Master Bid List document. Transportation and Environmental Consulting are planned for February and the fixed asset valuation should be prepared in March.

**New Business**

none

Meeting adjourned at 6:01 pm