

FINANCE/PERSONNEL COMMITTEE MEETING

Meeting Date: June 7, 2021 – This meeting was held at the McKnight Service Center.

Members:

Annette Johnson, Board President	Yes
Dan Barreiro, Vice President and Committee Chair	Yes
Alex Arroyo, Member	Yes
Dr. Ann Williams, Chief Financial Officer/CSBO	Yes
Jalitza Martinez, Interim Exec. Dir. Of Staff & Student Svcs	Yes
Dr. Jennifer Norrell, Superintendent	Yes

Attendance:

Participants: - None

Meeting called to order at 6:01 pm

Public Comments – None

Mr. Barreiro temporarily turned the meeting over to Dr. Norrell who explained the new committee structure. The Finance and Personnel Committee will meet the first Monday of the month, prior to the Buildings and Grounds Committee and the Board of Education meeting. The Board of Education will receive detailed reports for each agenda item prior to committee meetings. Any questions or clarifications can be addressed during the committee meeting before moving to the full Board for clarification.

Donations – Accepted

Financials – Routine financial reports are presented each month. There were no questions regarding the April Financials.

Modified Accrual Accounting – Mr. Barreiro explained the benefits of moving to a Modified Accrual system of accounting. There were no questions.

The committee agreed to move to the full board for approval at the June 21st, 2021 meeting.

Beverage Contract Recommendation – Dr. Williams explained that the district started negotiations with the lowest proposal. They were unable to meet the terms recommended by the Board attorney so negotiations began with the second lowest proposal. Mr. Arroyo asked for clarification regarding usage. Dr. Williams confirmed it is primarily for the adults and also includes booster and other clubs that would purchase beverages for sale at school events. The recommendation is to award the bid to the next lowest proposal.

The committee agreed to move to the full board for approval at the June 7th, 2021 meeting.

Preschool and BSA Transportation Bid Recommendation – Dr. Williams shared there was only one bid received from the current provider. This contract is for the 2021-22, 2022-23 school years with the option to renew for two additional one year terms so it will align with the current contract for General Education district transportation; future bids will combine all in-district regular education students. The recommendation is to award the bid to Durham School Services.

The committee agreed to move to the full board for approval at the June 7th, 2021 meeting.

Adventures Program Classroom Furniture Bid Recommendation – Dr. Williams stated that the district went out to bid for the classroom furniture and sensory equipment. The sensory equipment recommendation is the next agenda item. Multiple bids were received and the recommendation is to award the classroom furniture bid, in totality, to Lakeshore Equipment Company.

The committee agreed to move to the full board for approval at the June 7th, 2021 meeting.

Adventures Program Sensory Equipment Furniture Bid Recommendation – Dr. Williams explained that the sensory equipment is much more specialized than the furniture, therefore the recommendation is to award the bid in part, per item, to five different vendors.

The committee agreed to move to the full board for approval at the June 7th, 2021 meeting.

2020-2021 Independent Audit Engagement – Dr. Williams shared that this item is information only, and that per the current contract with Crowe LLP, the district is required to sign an annual engagement letter.

2020–2021 Year End List of Bills – There were no questions regarding the year end list of bills.

2021-2022 Tentative Budget – Dr. Williams updated the committee that the administration is working on a tentative budget. It will be presented to the Board of Education at the June 21, 2021 meeting as a recommendation for adoption. The tentative budget will continue to be updated over the next two months as additional information is received regarding state and federal restricted funding.

2021-2022 Food Service Contract Renewals – Dr. Williams reminded the committee about the nationwide waiver allowing districts at the end of their current food service contracts the option to extend for one year due to the pandemic. At that time, the Board provided direction to move forward with the extension. Both food service providers have provided financials supporting their recommendations for price increases. The recommendation is to renew with Sodexo at this time. Dr. Williams is waiting for additional information from Preferred Meals, and will likely make another recommendation at the July 7th Board meeting.

The committee agreed to move to the full board for approval at the June 21st, 2021 meeting.

2021-2022 Commercial Insurance Program – Dr. Williams explained that a recommendation for the 2021-2022 Commercial Insurance Program will go to the June 21st Board meeting.

The committee agreed to move to the full board for approval at the June 21st, 2021 meeting.

2021-2022 Resolution to Appoint School District Treasurer – Dr. Williams explained this is an annual procedure; it remains unchanged from the past three years.

The committee agreed to move to the full board for approval at the June 21st, 2021 meeting.

Certification of Amount of Treasurer's Surety Bond – Dr. Grossi, the School District Treasurer, will be recommending increasing the bond in light of the increase of funding for all of his districts.

The committee agreed to move to the full board for approval at the June 21st, 2021 meeting.

Resolution for Depositories – This is required annually, there are no changes. The recommendation is to designate BMO Harris as primary depository.

The committee agreed to move to the full board for approval at the June 21st, 2021 meeting.

Sustainability Partners – Dr. Williams shared that administration is in the process of confirming information received regarding the buyout of the rooftop units and LED lighting projects. She anticipates having a recommendation for the buyout at the June 21st Board meeting.

The committee agreed to move to the full board for approval at the June 21st, 2021 meeting.

New Position – New Educator Support Team (NEST) Lead – Ms. Martinez shared about the new position with the committee.

The committee agreed to move to the full board for approval at the June 21st, 2021 meeting.

Old Business - None

New Business - None

Meeting adjourned at 6:15 pm