

## FINANCE/PERSONNEL COMMITTEE MEETING

Meeting Date: July 14, 2020 – Due to the COVID-19 pandemic this meeting was conducted via a Zoom meeting.

### Members:

Annette Johnson, President

Dan Barreiro, Vice-President

Alex Arroyo, Member

Dr. Ann Williams, Chief Financial Officer/CSBO

Dr. Glenda Rosado, Asst. Spt. For Staff & Student Svcs.

Dr. Jennifer Norrell, Superintendent

### Attendance:

Yes

Yes

Yes

Yes

Yes

Yes

**Participants:** - Steve Megazzini – Assistant Superintendent of Operations, Andrew Allen - CIO

Public Comments – None

Donations – Accepted

Financials – Dr. Williams reported the May 2020, month end financials. It was noted that technology purchases related to the COVID-19 school closures are reflected in the May's financial reports.

2020-2021 Tentative Budget – Dr. Williams reviewed the draft of the 2020-2021 Tentative Budget. The revenues and expenditures will evolve over the next six weeks as new information is received. Adjustments related to the Fall Re-opening Plan will also be included.

Multifunction Copier Machine Proposals – Dr. Williams shared information with the committee regarding the multifunction copier machine proposals received. The proposals are being evaluated based on many factors with price being the primary factor. Mr. Megazzini and Mr. Allen are reviewing the results and a recommendation will be presented at the July 20, 2020 Board of Education meeting.

Personal Protective Equipment Bids – Dr. Williams noted there was a bid opening on July 13, 2020 and thirty-eight (38) bids were received. It is worth noting that bids came in from across the country with many being new to the public bidding process. The results are being tabulated and reviewed by the Business Office and Buildings & Grounds. A recommendation will be brought to the full Board of Education on July 20, 2020 during their regular meeting. The superintendent noted that the district will be receiving 14,000 cloth facemasks from the government to distribute to students.

It was also noted that the district solicited bids for automated temperature kiosks. Fourteen bids were received.

Waste Disposal and Recycling Bids – Dr. Williams provided an overview of the bid results for waste and recycling services. The district received three bids. The committee agreed to move to the full board for approval.

Athletic Training Proposals – Dr. Williams shared that only one firm submitted a proposal for athletic training services. The firm is the incumbent, and Dr. Williams is reviewing results with the high school athletic director and the EAHS Assistant Principal of Building Operations. Due to the uncertainty of fall sports it is recommended to have the district attorney review the proposal before submitting to the board for approval.

District Financial Accounts Transition – Dr. Williams provided the committee with a status update. Bloom Township Treasures Office will host the district’s financial software, which will save approximately \$42,000.00.

Dr. Williams requested to table the Designation of the Health Insurance Account pending feedback from the district’s audit firm.

Dr. Williams presented information on establishing an Imprest Account for small, time sensitive purchases. A resolution will be forthcoming for the establishment of an Imprest Account.

Food Service Renewal – Dr. Williams reviewed the proposed increases from the district’s food service providers, Preferred Meals and Sodexo. Discussion ensued regarding breakfast options for all students and potential hot lunch options for elementary students. The committee agreed to move to the full board for approval.

Middle School Laptop Replacements – Mr. Megazzini explained there are a number of laptops in the middle schools that are up for replacement. The recommendation is to replace 500 laptops; this will ensure the grades 6 – 12 students are supported for remote learning utilizing laptops. These 500 laptops are beyond their useful life. The committee agreed to move to the full board for approval.

Fall Reopening Staffing Needs – Dr. Rosado gave an overview of fall staffing needs. The Superintendent reiterated to the committee these positions are being looked at for hiring per semester per IDPH guidance due to COVID-19.

The FLES and ESL positions at two middle schools are due to new program placement and continuation of services for all students. The committee agreed to move to the full board for approval.

New permanent substitute teacher positions are for coverage at each Elementary School, each Middle School and the High School. The committee agreed to move to the full board for approval.

Dr. Rosado explained the importance of the proposed custodian positions is to support cleaning and disinfecting schools during the pandemic. The committee agreed to move to the full board for approval.

The request for Lunch Supervision will be for 79 Noon Duty / Covid-19 Supervisors to assist with student meal distribution either onsite or via bus route. The committee agreed to move to the full board for approval.

Review of Revisions to the following IASB PRESS (Illinois Association of School Boards Policy Reference Education Subscription Service) Policies – Dr. Rosado reviewed changes for seven PRESS policies. She indicated changes in verbiage and any recommendations by the district’s attorney. The committee

agreed to move to the full board for review.

Review of Revisions to the following Policies – Dr. Rosado shared with the committee revisions to two board policies. The committee has reviewed previously. The committee agreed to move to the full board for approval.

**Old Business**

There was none.

**New Business**

There was none.

Meeting adjourned at 6:00 pm.