

## FINANCE/PERSONNEL COMMITTEE MEETING

Meeting Date: August 14, 2018

<b>Members:</b>	<b>Attendance:</b>
Annette Johnson	Yes
Bruce Schubert	Yes
Dan Barreiro	No
Jeff Ryder	Yes
Steve Megazzini	Yes

Public Comments – None

Donations – Accepted

Grants - Accepted

### Sustainability Partners Update

Mr. Jeff Ryder shared information regarding Sustainability Partners. Mr. Bernie Weiler stated that if we did all 18 schools the average cost would be \$250,000 per year against a 5 million dollar investment. Ms. Johnson stated that they would file all of the rebates as well. Mr. Schubert asked about installation and Mr. Weiler stated that we would be using the people who were the lowest bidder in the local bidding. He further stated that many that bid were regional companies. A question arose regarding maintenance and Mr. Weiler stated that the district would not do the installation but we would be responsible for the repairs at Sustainability's cost. Mr. Darby spoke from the audience and he stated that if they own the fixtures and are responsible for the cost of the repair how are we going to put in place some sort of tracking in order to be reimbursed. Ms. Johnson stated that building and grounds would need to put a procedure in place. After further discussion, Ms. Johnson stated that the committee could move this to full board for approval. Mr. Weiler stated that this could go to the board for approval subject to vetting out the language in the contract. Ms. Johnson brought up the boilers and Mr. Jeff Ryder will contact sustainability partners to initiate the bid process for boilers. Ms. Johnson stated that the contract has to show the real value. She further stated that we need to get a better handle on what we are getting back on rebates as well.

### Band Instrument Bid

Mr. Jeff Ryder stated that Heather Kincaid is taking inventory of the instruments since this originated with the curriculum department and as soon as this work is complete, we will go out to bid.

### Repurpose of Technology Position

Mr. Steve Megazzini stated that the chief information officer, Sheldon Luo, has been reassessing his staff/department. He has asked to repurpose his infrastructure specialist, Brandon Malm, to become the network engineer. Brandon has also taken over some of the responsibilities left by John Frauenhoff who retired from the district. Mr. Megazzini also stated that Brandon has completed five different technology courses for certification. Mr. Lou is asking for the title change and a \$10,000 increase in his salary for the additional responsibilities. Mr. Megazzini noted that John Frauenhoff's position will still be replaced however not at the same salary. The consensus of the committee was to move forward with the recommendation.

### Clerical Support Position

Mr. Jeff Ryder stated that he is recommending a clerical support position that would work directly with him in the finance department. He stated that this additional staff member would increase his efficiency and productivity. Mr. Ryder hopes that with the committee's consent to post the position as early as tomorrow. Dr. Norrell stated

that this position will also support the front desk coverage. The consensus of the committee was to move forward with the recommendation.

#### Director of Literacy Interventions

Dr. Norrell provided a job description that is being developed. She stated that after meeting with Illinois Empower and looking at our areas of weakest achievement one of the things that is missing from the administrative team is someone with an expertise in literacy. Dr. Norrell feels that this is a key missing piece. She also stated that we are only implementing MTSS on the behavior side and missing the academic side. Dr. Norrell stated that after posting we might not find someone this year however she feels it is an important educational piece. She further stated that this position is 100% grant eligible. Dr. Norrell also informed the committee that Waldo will be receiving \$50,000 in grants for ISBE for planning and the other 12 schools are getting \$15,000 each for their ESSA designation. The following year Waldo will be bumped to \$150,000 and the other schools will also be increased. This funding is coming to the schools in order to accomplish the state requirements. The consensus of the committee was to move forward with the recommendation.

#### ISBE Audit

Mr. Jeff Ryder informed the committee that ISBE will be coming in to audit 16 of our grant programs. They are scheduled to arrive September 10<sup>th</sup> for 2-3 weeks. Mr. Ryder will meet with the grant managers affected to ensure that information is gathered and ready. Mr. Ryder also talked about the auditors that were brought in earlier in the year (Klien Hall). They were brought in to replace Crowe. Mr. Ryder stated that the district has paid \$11,000 of their \$68,000 proposal already. However, Mr. Ryder is asking for consent from the committee to bring Crowe back. Dr. Norrell stated that we are looking at an October 15<sup>th</sup> deadline and Crowe is already familiar with the district. It was stated that auditing services is something that does not need to be bid out. The consensus of the committee was to move forward with the recommendation.

#### Technology Recycling Resolution - Accepted

#### Budget Presentation

Mr. Jeff Ryder shared the budget presentation that with committee approval will be moved to the full board on August 20<sup>th</sup>.

#### Review of Revisions of Press Policies

Mr. Steve Megazzini reviewed the policies on the committee agenda that will be moved on to full board as information on August 20<sup>th</sup>. Policy 5.20 is a resolution that is recommended be passed. Policy 6.250 provides that we have a school crisis assistance team and the district currently has this and is run through the student services department. Mr. Megazzini stated that policies 7:50, 7:165, 7:330 and 7:340 are all updates that are basically the same. Mr. Bruce Schubert stated that policy 7:50 refers to policy 6:135 (accelerated placement program). Mr. Megazzini stated that policy 6:135 was put in place so we can use this as a guide to cross reference with regard to child assessment. Mr. Megazzini stated that once the board approves policies the PRESS website is accessed and marked approved. Once this is processed, a word document is sent to the district and uploaded onto the district website.

#### Insurance Umbrella Coverage Change

Mr. Jeff Ryder informed the committee for FY 2019, the prior business manager had requested an additional \$ 5,000,000 in Umbrella coverage for the FY 2019. The original premium estimate for this coverage was \$ 6,250. This premium was a good faith estimate made by the broker with little time to nail down exactly who the carrier would be and exactly what the premium would be.

After the broker found a carrier to write the coverage, premium is now \$ 11,250. Since this district already has \$ 10,000,000 in umbrella coverage and has never had to use this coverage, it was recommended to cancel this coverage. Committee agreed, move to information at next BOE meeting.

Group Health Insurance

Mr. Jeff Ryder informed the committee a pre-enrollment meeting was held August 1, 2018 with representatives from Hub Group. Group Health Insurance premiums are projected to increase 4% or \$ 826,000 in January 2019. The full impact of this has been taken into account in the FY 2019 Tentative budget. Move to information at next BOE meeting.

Adjourned at 6:40 p.m.