

FINANCE COMMITTEE MEETING

MEETING DATE: TUESDAY, AUGUST 11, 2015 AT 4:30 P.M.

Members:

Ms. Annette Johnson, Chair
Mr. Alex Arroyo
Mr. Ken Darby
Ms. Christi Tyler
Dr. Michael Popp

Attendance

Yes
Yes
Yes
Yes
Yes

AGENDA

1. Roll Call
2. Public Comments/Questions

DISCUSSION ITEMS:

3. Department Budgets
4. Optional Insurance
5. Executive Session, if needed

CONSENT AGENDA

Next meeting—Tuesday, August 11, 2015 at 4:30 pm at the School Service Center

1. Motion to approve the monthly financial report(s):
 - a. List of Bills
 - b. June 2015 Financials
 - c. Fund Balance Report
 - d. Investments Report
 - e. Payroll Report
2. Motion to accept the following grants:
 - a. "Northrup Grumman Foundation" grant from Northrup Grumman in the amount of \$300 for Simmons Middle School
 - b. "Exelon Community" grant in the amount of \$2,500 for East Aurora High School Operation Sunshine
 - c. "Community Organizing and Family Issues" grant from Community Organizing and Family Issues Foundation in the amount of \$15,000 (in-kind services) for District 131's Bilingual Department

ACTION ITEMS

3. Motion to approve the following department budgets:
 - a. Human Resources
 - b. Technology Budget
 - c. Community Relations
 - d. Athletics/Activities
 - e. East High Athletics
4. Motion to approve purchase of flood coverage for 800 7th Street, Aurora, IL for a premium of \$12,400
5. Motion to approve Pitney Bowes Global Financial Services Agreement for District 131 postage for 60 months at \$496.91 per month

INFORMATIONAL ITEMS

6. Budget discussion
7. Optional insurance

MINUTES

There were no public comments/questions.

Department budgets

The following budgets were presented at the committee meeting by Ms. Christi Tyler.

Human Resources. Ms. Tyler and Ms. Joan Glotzbach presented the Human Resources budget. Mr. Ken Darby asked what is the biggest cost to the District to warrant such a big line item for certified staff substitute. Ms. Glotzbach responded that the majority of District staff is certified, the District also offers many professional development opportunities to teachers, some get sick or their children get sick, or could be on some type of medical leave. When a teacher is absent or at professional development the class needs to be covered by a substitute.

Mr. Darby asked what CEC stands for, Ms. Glotzbach replied Consortium for Educational Change. Mr. Darby also asked if Danielson Training was included in professional development and if this training was still needed in the District. Ms. Glotzbach responded the curriculum department has designed some train the trainer programs to take back to the buildings. Mr. Darby asked, "Have teachers come on board with it more now?" Ms. Glotzbach responded, "I think the fact that it was joint voiced has helped tremendously."

Ms. Annette Johnson commented that unemployment compensation expenses are still high. Ms. Glotzbach responded that it has been decreased some; it is a built of a wild card since we do know what is coming up. We have however switched to a new advisor, NSN, and we are in a downward trend.

Mr. Darby asked where the Staff Christmas Holiday Party was in the budget. Ms. Glotzbach responded that never came out of human resources. Ms. Johnson responded in the past it was in the Board of Education budget, Ms. Tyler added that budget has not been discussed yet, and that the District has not had a holiday party. Mr. Darby would like this to be an item of discussion. The budget in total was reviewed.

Technology. Ms. Tyler and Ms. Beatrice Reyes-Childress presented the Technology budget. Mr. Darby asked what is Saturday Work Pay? Ms. Reyes-Childress answered this is for projects that need to be completed, such as when the pipes broke in the server room at the high school. The department has moved to flexing hours in order to avoid extra pay.

Ms. Reyes-Childress added that e-rate is available for some of technology expenses such as Comcast, access points, etc. E-rate is a rebate program available to low income school districts, for services such as Comcast, cell phone services, access points, and some hardware are available for e-rate.

Mr. Darby asked how secure our data will be once the District moves over to the Cloud. Ms. Reyes-Childress answered the information is safe, the District has a filtering and firewall software in place, and Microsoft has their own protection they will supply as well.

Technology has asked for a cargo van to use for deployments. This would be paid by the technology budget and be available for use by technology personnel. The budget in total was reviewed.

Community Relations. Ms. Tyler and Mr. Matthew Hanley presented the Community Relations budget. Mr. Darby asked what INSPRA is. Mr. Hanley replied it is the national school public relations organization. They offer a professional development conference he would like to attend. Mr. Darby wanted to know what happens to monies that have been

budgeted and not used, do they roll over? Ms. Tyler responded that balances do not transfer from year to year; the monies go into a general district surplus.

Mr. Darby asked if there has been anymore thought into videotaping board meetings. Mr. Hanley reported he was still researching how it is done in other school districts in order to determine what will work best for District 131. Once he has more information available he will report back to the Board. The budget in total was reviewed.

Athletics/Activities. Ms. Christi Tyler and Mr. Nestor Garcia presented the Athletics/Activities budget. Mr. Garcia reported that P.E. uniforms will be bid out for the middle schools, high school and NJROTC. The bid will be for one year with an option for renewal. The District purchases the uniforms and then sells them to the students. Ms. Johnson asked if ROTC purchased their own P.E. uniforms, Mr. Garcia responded they do not order them for purchase, they do however, handle their dress uniforms. P.E. uniforms will be sold to students for \$15.00 for a shirt and shorts.

Mr. Garcia reported that on two different occasions he has gone to bid for athletic trainers for the District. Mr. Dennis Renner reported the only company that has responded to our District is Athletico. They have provided phenomenal service. They provide one gentleman at 40 hours per week.

Mr. Darby would like to know how many staff members need new training for AED/CPR Training and how many will need to be recertified, Mr. Garcia said he would gather that information.

Mr. Garcia provides a postcard including postage for all district households for the Fine Arts Festival and Summer Sports Programs. Postcards will be sent to approximately 8,700 District households for each program.

Mr. Darby asked when the track at East High will be repaired/replaced. Ms. Tyler replied that would be a conversation in January in order to determine a plan for summer 2016 projects. Ms. Johnson agreed that a vision is needed in order to plan for future repairs district wide. The budget in total was reviewed.

East High Athletics/Drivers Education. Ms. Tyler and Mr. Dennis Renner presented the East High Athletics budget. Mr. Renner reported that East High has a state of the art weight room and fitness center. He also reported that high schools are coming to visit East High to see how they should remodel their fitness/weight rooms.

Mr. Renner informed the committee that the main gym scoreboard interior will be replaced this year with LED. Also, the main gym floor will be stripped and repainted completely in 2016. The District has purchased a utility vehicle with a back end for the athletic department and trainer. One wrestling mat will need to be purchased to replace one that is no longer safe to use. District 131's Building and Trades class will build a baseball press box and storage.

Mr. Renner will research electric cars for possible purchase for our Drivers Education program. He will look into what equipment will be needed, and if this type of vehicle is conducive to District 131

There will be drivers education simulator companies coming to quote on new simulators for East High. Currently East High has eight simulators that work, of these eight, seven work most of the time and one works almost all the time. There is a great need for these simulators. We are not able to service all the students that would like to take drivers education. Our student numbers continue to increase; there will be a need for more drivers education teachers in the near future. The budget in total was reviewed.

Ms. Tyler reported that there are still two budgets to be reviewed: Superintendents/BOE budget and the finance budget. The Special Education budget along with Curriculum will be presented at the August Curriculum committee meeting. Ms. Tyler also reviewed the timeline for presentation of the fiscal year 16 budget. The final budget needs to be adopted by September 30. Thirty days before that the Board approves the Tentative Budget to be put on public display. The public hearing will be on September 21, 2015. Following the public hearing the Administration will recommend the Board of Education adopt the final budget.

Optional Insurance

The District's new insurance company, Mesirow Financial has recommended District 131 purchase flood coverage for Gates Elementary School, located at 800 Seventh Street, Aurora, IL. Gates School is currently in a flood zone, in the event there is a flood at this location there will be no coverage. The annual premium for flood coverage at this location is \$12,400.

The meeting adjourned at 7:30 pm.