

# FINANCE COMMITTEE MEETING

MEETING DATE: MONDAY, APRIL, 2016 AT 4:30 P.M.

**Members:**

Ms. Annette Johnson, Chair Yes

Mr. Alex Arroyo

Mr. Ken Darby

Ms. Christi Tyler

Mr. Steven Megazzini

Dr. Michael Popp

**Attendance**

Yes

Yes

Yes

Yes

Yes

**Agenda**

1. Roll Call
2. Public Comments/Questions
3. Motion to approve the following donations:
  - a. One 2006 Honda Odyssey Van to District 131's NJROTC Program from the Kane County Sheriff's Office
  - b. \$500.00 to Gates Elementary School from the League of Latin American Citizens
  - c. \$500.00 to Gates Elementary School from the Meemic Foundation
  - d. \$944.00 to Krug Elementary School from DonorsChoose.org for the "Better Beats with Brass Bars" project
  - e. \$1,050.00 to Krug Elementary School to Bardwell, Krug, and Beaupre Elementary Schools from Community
  - f. Christian Church for the December GiftMart that helped over 100 District 131 families
4. Motion to approve the following grants:
  - a. "Share Our Strength and the No Kid Hungry Illinois Campaign" grant in the amount of \$5,000.00 from No Kid Hungry for two breakfast carts at Cowherd Middle School
  - b. "Kane County Health Department to Improve School Health Policies and Practices" grant in the amount of \$10,000.00 from Kane County Health Department for Beaupre and Krug Elementary Schools, Cowherd Middle School, East Aurora High School divided equally between schools
5. Department Budgets year-to-date
6. Budgets FY17:
  - a. Human Resources
  - b. Community Relations
7. IASB PRESS (Illinois Association of School Boards Policy Reference Education Subscription Service) Policy Revisions
  - a. 2:20 Board of Education- Powers and Duties of The School Board; Indemnification
  - b. 2:140 Board of Education- Communications To and From the Board
  - c. 2:140E Board of Education Exhibit-Guidance for Board Member Communications, Including Email Use
  - d. 2:150 Board of Education-Committees
  - e. 2:160 Board of Education-Board Attorney
  - f. 2:160E Board of Education Exhibit-Checklist for Selecting a Board Attorney
  - g. 2:200 Board of Education- Types of School Board Meetings
  - h. 2:220-E2 Board of Education Exhibit- Motion to Adjourn to Closed Meeting
  - i. 2:260 Board of Education-Uniform Grievance Procedure
  - j. 4:50 Operational Services- Payment Procedures
  - k. 4:60 Operational Services- Purchases and Contracts
  - l. 4:90 Operational Services-Activity Funds
  - m. 4:110 Operational Services- Transportation
  - n. 4:120 Operational Services- Food Services
  - o. 4:130 Operational Services- Free and Reduced-Price Food Services
  - p. 4:150 Operational Services- Facility Management and Building Programs
  - q. 4:160 Operational Services- Environmental Quality of Buildings and Grounds
  - r. 4:170 Operational Services-Safety
  - s. 4:175 Operational Services-Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications
  - t. 5:30 General Personnel- Hiring Process and Criteria
  - u. 5:40 General Personnel- Communicable and Chronic Infectious Disease
8. Old Business
9. New Business:
  - a. E-Rate Bid
10. Closed Session, if needed
11. Adjournment

### **Consent Agenda**

1. Next meeting—May 10, 2016 at 4:30 pm, School Service Center
2. Motion to approve the monthly financial report(s):
  - a. List of Bills
  - b. March 2016 Financials
  - c. Fund Balance Report
  - d. Investments Report
  - e. Payroll Report
3. Motion to Approve the Personnel Report, as listed:
  - a. Resignations
  - b. Appointments
  - c. Leaves
  - d. Retirement
  - e. Suspensions
4. Motion to accept the following donation(s):
  - a. One 2006 Honda Odyssey Van to District 131's NJROTC Program from the Kane County Sheriff's Office
  - b. \$500.00 to Gates Elementary School from the League of Latin American Citizens
  - c. \$500.00 to Gates Elementary School from the Meemic Foundation
  - d. \$944.00 to Krug Elementary School from DonorsChoose.org for the "Better Beats with Brass Bars" project
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### **Action Items**

6. None

### **Informational Items**

7. Department Budgets. The current fiscal year 16 department budgets were reviewed. Ms. Reyes-Childress informed the committee that all buildings have until May 1 to spend any building Title funds. Ms. Tyler said this deadline will be district wide for all purchases. Ms. Reyes-Childress also explained the new curriculum adoption will be partially funded with Title funds. Ms. Johnson asked Ms. Reyes-Childress to send a letter out to the buildings letting them know of the timeline and explaining what will happen to any unused Title funds.  
  
Ms. Johnson asked if the State will be making the April and May General State Aid payment. Ms. Tyler replied the State has been making General State Aid payments; they have not paid March yet, also the quarterly categoricals have not been made yet. So far the State has not said they will not be making anymore payments.
8. Budgets FY17: Fiscal year 17 budget for Human Resources was presented. The committee would like to see a comparison of FY16 and FY17 budgets included. Mr. Darby thought it would be helpful to see where budgets can be increased or decreased. Ms. Tyler will add comparisons indicating what was spent and what was budgeted along with the new budgeted amounts to the May finance committee meeting.
9. The following IASB PRESS (Illinois Association of School Boards Policy Reference Education Subscription Service) Policy Revisions were reviewed, and will be presented as informational on April 18, 2016 with action at a subsequent board meeting:
  - a. 2:20 Board of Education- Powers and Duties of The School Board; Indemnification
  - b. 2:140 Board of Education- Communications To and From the Board
  - c. 2:140E Board of Education Exhibit-Guidance for Board Member Communications, Including Email Use
  - d. 2:150 Board of Education-Committees
  - e. 2:160 Board of Education-Board Attorney
  - f. 2:160E Board of Education Exhibit-Checklist for Selecting a Board Attorney
  - g. 2:200 Board of Education- Types of School Board Meetings
  - h. 2:220-E2 Board of Education Exhibit- Motion to Adjourn to Closed Meeting
  - i. 2:260 Board of Education-Uniform Grievance Procedure
  - j. 4:50 Operational Services- Payment Procedures

- k. 4:60 Operational Services- Purchases and Contracts: *This policy adds the guideline of obtaining three quotes for purchases over \$2,500 and that the verbiage mirrors the bidding guidelines in school code. Mr. Darby said this policy addresses any past issues regarding purchasing. Ms. Tyler added that in addition to this policy, purchasing procedures have been put in place and pre-qualified vendors have been vetted. Ms. Johnson said she felt "this is a closed matter, things have been tightened up."*
- l. 4:90 Operational Services-Activity Funds
- m. 4:110 Operational Services- Transportation
- n. 4:120 Operational Services- Food Services
- o. 4:130 Operational Services- Free and Reduced-Price Food Services
- p. 4:150 Operational Services- Facility Management and Building Programs
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- u. 5:40 General Personnel- Communicable and Chronic Infectious Disease

10. Old business:

- a. The schools that did not receive salad carts from the "Let's Move Salad Bars" grant were not interested in receiving them.
- b. Funding request for The Light of the Heart: A Community Art Therapy Project was contracted by Communities in Schools; this request will need to be directed to them.

11. New Business:

- a. E-Rate Bid: Ms. Reyes-Childress reported that there will be bids coming up for internet service, emergency phones in buildings, and POTS line services.
- b. Ms. Johnson said that some secretaries have contacted her and indicated they are not receiving enough purchasing training. Ms. Tyler responded the last time there was a mandatory training purchasing and budgeting and only three secretaries were present. There will be another mandatory training for purchasing and budget monitoring in August. Ms. Johnson said people are claiming they have not had this training, do they sign in at the training? Ms. Tyler said yes, they are required to sign in, they have received account code training, purchasing training, and they are also free to email her with any questions. Ms. Tyler mentioned that all Board directives regarding purchasing have been emailed to the Principals with the direction to forward to whoever does the purchasing in their building.

The meeting adjourned at 5:54 pm.