

FINANCE/PERSONNEL COMMITTEE MEETING

MEETING DATE: TUESDAY, MAY 10, 2016 AT 4:30 P.M.

<u>Members:</u>	<u>Attendance</u>
Ms. Annette Johnson, Chair	Yes
Mr. Ken Darby	Yes
Mr. Richard Leonard	Yes
Ms. Christi Tyler	Yes
Mr. Steven Megazzini	Yes
Dr. Michael Popp	No

Agenda

1. Roll Call
2. Public Comments/Questions
3. FY 17 Audit
4. Closed Session
5. FY17 Budgets:
 - a. Human Resources
 - b. Community Relations
 - c. Finance
 - d. Revenue
6. Old Business
 - a. Food Service Bid
7. New Business
 - a. Gates Playground
 - b. Staffing
8. IASB PRESS (Illinois Association of School Boards Policy Reference Education Subscription Service) Policy Revisions
 - a. 5:10 General Personnel-Equal Employment Opportunity and Minority Recruitment
 - b. 5:50 General Personnel-Drug and Alcohol-Free Workplace
 - c. 5:90 General Personnel-Abused and Neglected Child Reporting
 - d. 5:100 General Personnel-Staff Development Program
 - e. 5:170 General Personnel-Copyright
 - f. 5:180 General Personnel-Temporary Illness or Temporary Incapacity
 - g. 5:185 General Personnel Family and Medical Leave
 - h. 5:250 Professional Personnel-Leaves of Absence
 - i. 5:260 Professional Personnel Temporary Personnel-Student Teachers/Interns
 - j. 5:270 Educational Support Personnel-Employment At-Will, Compensation, and Assignment
 - k. 5:280 Educational Support Personnel-Duties and Qualifications
 - l. 6:15 Instruction-School Accountability
 - m. 6:20 Instruction- School Year Calendar and Day
 - n. 6:40 Instruction- Curriculum Development
 - o. 6:50 Instruction- School Wellness
 - p. 6:60 Instruction- Curriculum Content
 - q. 6:110 Instruction-Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program
 - r. 6:140 Instruction-Education of Homeless Children
 - s. 6:150 Instruction-Home and Hospital Instruction
 - t. 6:160 Instruction-English Learners
 - u. 6:280 Instruction-Grading and Promotion
 - v. 6:300 Instruction-Graduation Requirements
 - w. 6:310 Instruction-High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students
 - x. 6:315 Instruction-High School Credit for Students in Grade 7 or 8
 - y. 6:320 Instruction-High School Credit for Proficiency
 - z. 6:340 Instruction-Student Testing and Assessment Program
 - aa. 7:10 Students-Equal Educational Opportunities
9. Adjournment

Consent Agenda

1. Next meeting—June 14, 2016 at 4:30 pm, School Service Center
2. Motion to approve the monthly financial report(s):
 - a. List of Bills
 - b. April 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. Recalls
4. Motion to accept the following donation(s):
 - a. \$333.80 for balance balls at Johnson Elementary School from the Dunham Fund and #BESTSCHOOLDAY
 - b. \$500.00 to East High School from Northern Illinois University
 - c. 20 bags of potting soil from Home Depot for the Benavides Kindergarten Center
 - d. Bundles of Books project valued at \$252.32 for Gates Elementary School 's fourth grade class from DonorsChoose.org
 - e. Standing Tables for Kids Who Need to Move project valued at \$863.26 for Gates Elementary School 's fourth grade class from DonorsChoose.org
 - f. \$650.00 for Brady Elementary School's fifth grade camp activities from Mayor Tom Weisner and Citizens to Elect Tom Weisner
 - g. \$250.00 worth of paint to Gates Elementary School from Glidden
 - h. Wild About Reading project valued at \$607.50 to Gates Elementary School kindergarten class from DonorsChoose.org
5. Motion to accept the following grant(s):
 - a. "Action for Healthy Kids School Grants for Healthy Kids" grant in the amount of \$23,100.00 from Action for Healthy Kids for one breakfast cart to each of the following schools: Allen, Beaupre, Brady, Dieterich, East Aurora High School, Gates, Johnson, Krug, Oak Park, Rollins and Waldo.

There were no public comments or questions.

Action Items

6. The following FY 17 Budgets were presented by Ms. Christi Tyler and will move forward for board approval on May 16, 2016.
 - a. *Human Resources*: There will be an increase to the substitute teacher line item for FY 17; the majority of this line item is for substitute teachers covering for a sick leave.
 - b. *Community Relations*: The committee would like clarification on the video services line item. Mr. Ken Darby asked if the District offered online registration for students, is this something that is available since most school districts provide this service. Ms. Tyler said she did not know, but would ask Ms. Beatrice Reyes -Childress.
 - c. *Finance*: Renewal numbers for property/liability/workers compensation insurance will be coming shortly from Mesirow Financial Services. Legal fees have been decreased, since teacher negotiations are completed, however negotiations have begun with the service staff. Ms. Johnson asked if Crystal Financial has agreed to take on the Districts investments, Ms. Tyler replied not yet, but she will follow up with them to see where they are at in the process. Ms. Johnson asked in regards to the new teacher contract and expenditures and revenue are we breaking even. Ms. Tyler replied that the first year of the teachers' contract is the most expensive year; the District was able to pay for this with a 98% proration. The FY17 portion of the new contract will cost the District about \$2.5 million; we are still a little bit ahead. Ms. Johnson asked if this year's increases as well as next years have been captured. Ms. Tyler replied yes. Ms. Johnson asked if the State was on track with payments to the District, Ms. Tyler responded yes, they are making the General State Aid payments.
 - i. *Food Service*: Ms. Tyler stated that Finance budgets for food service and presented the budget. She announced the District is on track with time clocks, and all noon hour personnel will be participating in August.
 - d. *Revenue*: Ms. Tyler presented a revenue projection for FY17 from State, Federal, and Local revenue sources.
7. Motion to approve Resolution providing for the issue of not to exceed \$34,500,000 General Obligation School Bonds (Alternate Revenue Source), Series 2016A, for the purpose of improving the sites of, building and equipping additions to and altering, repairing and equipping the East High School, Waldo Middle School, Simmons Middle School and Cowherd Middle School buildings, providing for the pledge of certain revenues and the levy of a direct annual tax sufficient to pay the principal and interest on said bonds and authorizing the proposed sale of said bonds to the purchaser thereof.

Ms. Tyler participated in a QSCB extension (Qualified School Construction Bonds) call with the office of Linda Chapa LaVia to extend the payment from 20 years to 25 years. Ms. Tyler is hoping to hear from them soon. Mr. Bob Lewis from PMA will present at the May 16 board meeting and present a timeline and a resolution regarding issuance of bonds.

Informational Items

8. *Gates playground:* Special Education had budgeted \$15,000 for a Special Olympics in District, this did not happen and Ms. Suzanne Bement has requested some of the money that was designated for Special Olympics be moved towards the Gates Elementary School playground. This would allow for special needs children to have an equal opportunity recess experience. Ms. Bement has been working with Ms. Margo Schmitt to find a matching funds grant to update the Gates Elementary School playground to be handicap accessible. Ms. Johnson asked if other playgrounds were specialized, Ms. Bement replied Krug Elementary School does, Gates currently has a lot of students with orthopedic impairments who require walkers or wheelchairs. Ms. Bement would like for every school to be handicap accessible. Mr. Darby and Ms. Johnson were in agreement with moving the funds over.
9. *Staffing:* Ms. Joan Glotzbach presented a request for three (3) additional full time elementary art teachers, this is to accommodate the six planning periods specified in the Collective Bargaining Agreement section 9.2e. Ms. Glotzbach also presented a request for nine (9) additional full time elementary counselors to support the needs of elementary students and students with a 504 plan. Ms. Johnson asked if each building had a social worker, Ms. Glotzbach replied yes, but the prime responsibility of a social worker is to IEP students. Mr. Darby if this request would ease the burden of the social workers, Ms. Bement replied she believed it would help especially since there is an increase in mental health issues in schools. Ms. Johnson asked how other districts are modeled do they have a social worker and a counselor in every building. Ms. Glotzbach replied it depends on the district although we are a high needs district; the school counseling recommends one counselor for every 450 students, this plan allows for the maximum of one counselor for every 750 students. Ms. Johnson asked what Elgin and Joliet school districts were doing, Ms. Glotzbach replied she could not speak to that. Ms. Johnson would like more information regarding how other districts similar to ours address this, once that is provided the subject can be revisited.

Mr. Mark Truckenbrod presented secondary staffing requests for the high school, it is projected there will be about 287 additional students at the high school. In order to accommodate the increase of students, approximately 55 class sections (about 11 staff members) will need to be added. There is a waiting list for Drivers Education; they are behind in meeting the needs of behind the wheel instruction. Ms. Johnson asked if overloads have been taken into account, Mr. Megazzini said the only course that has an overload is German. He will look at the numbers for this year to see what overload numbers would look like. Ms. Johnson asked if the class sizes were in place, Mr. Truckenbrod replied yes. Mr. Truckenbrod also informed the committee that the Magnet Academy currently does not have a guidance counselor. There is also a request for a .50 teacher for band/choir/general music classes at the Magnet Academy. Ms. Johnson would like a summary sheet that includes all costs to add these positions including benefits.

Dr. Sarah Waddell presented a request for additional Teaching and Learning Staff. Dr. Waddell requested an Assistant Director of Curriculum and Instruction to oversee Encore teachers and facilitators. Ms. Johnson asked how the RTI coaches were being utilized; she added that the Union felt these positions were a luxury, she also asked are these positions going to remain in addition to the staff requests presented. Dr. Waddell said the Response To Intervention is part of a multi-tiered system of support; these positions are not really a luxury when we look at how we are supporting students thru the tiered system.

Ms. Johnson stated she is not for hiring any more administration; our administration is very high in comparison to the percentage of the budget in relation to other school districts. She added that efficiencies need to be found. Ms. Johnson said we are a state aid school district; this is really cutting it close. The student population has stabilized; add to that our attendance dollars are down. We are currently at 89% when we used to be at 94%. Ms. Johnson said that in negotiations these were requests were never mentioned. She is not comfortable approving these positions, she would like to see a summary sheet in order to see a better picture and the final bottom line. She also said she felt this would be unsustainable in the long run.

10. *Food service bid:* There was a walk-thru on Tuesday, May 3, 2016; vendors toured both cafeterias at East High School, Waldo Middle School, and Gates Elementary School. Craig Welter joined the tour at the high school to answer any questions regarding construction. Mr. Welter provided three options for construction: 1) construction of kitchen in summer 2017; 2) closing the kitchen; 3) closing the kitchen in March 2017 and reopen in August 2017. The vendors were informed that the Board took a consensus vote to close the kitchen for next year. Vendors will bid on all three scenarios.

Ms. Tyler informed the committee vendors questioned what would happen if the bid was awarded to two vendors such as pre-plated at the elementary schools and prepared at the high school, what storage would look like. Ms. Johnson asked if vendors were aware that meals would be prepared at the middle schools, Ms. Tyler replied yes. They also asked why we were going out for bid when construction was going to begin, and we replied we are following the directives of our Board. ISBE will need to review all answers to questions the vendors asked before they are released. The next step would be to open the bid.

11. *FY17 Audit:* Ms. Johnson motioned to convene and discuss the FY17 audit in closed session at 4:35 pm and Mr. Leonard seconded the motion. Mr. Darby motioned to reconvene to regular session at 4:58 pm and Ms. Johnson seconded the motion.

12. 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 May 16, 2016 with action at a subsequent board meeting:
 - a. 5:10 General Personnel-Equal Employment Opportunity and Minority Recruitment
 - b. 5:50 General Personnel-Drug and Alcohol-Free Workplace
 - c. 5:90 General Personnel-Abused and Neglected Child Reporting
 - d. 5:100 General Personnel-Staff Development Program
 - e. 5:250 Professional Personnel-Leaves of Absence
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The meeting adjourned at 6:26 pm.