

FINANCE/PERSONNEL COMMITTEE MEETING

Meeting Date: Tuesday June 14, 2016 at 4:30p.m.

Members:

Ms. Annette Johnson, Chair
Mr. Ken Darby
Mr. Richard Leonard
Ms. Christi Tyler
Mr. Steven Megazzini
Dr. Michael Popp

Attendance:

Yes
Yes
Yes
Yes
Yes
No

Agenda:

1. Roll Call
2. Public Comments/Questions
3. Motion to accept the following donations:
 - a. \$31.08 to Gates Elementary School from Target
 - b. \$500.00 to Gates Elementary School from League of United Latin American Citizens for Peace Jam student activity fund
 - c. \$230.00 from Dick's Mini Donuts for the East Aurora Fine Arts Festival
4. Motion to Approve the following Resolutions:
 - a. Resolution for District Treasurer
 - b. Resolution for Depositories
 - c. Resolution to Establish Imprest Revolving Fund
 - d. Resolution to Establish Petty Cash Revolving Fund
 - e. Certification of the Amount of Treasurers Surety Bond
 - f. Resolution for Prevailing Wages
5. Motion to approve the following grant(s):
 - a. "Mini Grant" from VALEES in the amount of \$3291.50 to East Aurora High School for reimbursement for a MakerBot for room 141
 - b. "Preparing Students for College and Career (High School) from the National Council for Economic Education" from Discover Financial in the amount of \$3750.00 to 21st Century/after-school program for professional development
6. FY17 Budgets:
 - a. Athletics~Activities
 - b. EHS Athletics
 - c. Safety & Security
 - d. Technology

- e. Superintendent~BOE
- 7. Motion to approve renewal numbers from Mesirow Financial for property/liability/workmens compensation insurance
- 8. Motion to renew the following bids:
 - a. Copier paper to Veritiv, formally Unisource
 - b. P.E. Uniforms to Marathon Sportswear
- 9. New Business
 - a. 2016-2017 Committee meeting dates
 - b. Payment to CIS and QUAD County Urban League for Summer Programs
 - c. Motion to approve Resolution for Sale of Personal Property
- 10. Request for Overload for Bilingual Science at East Aurora High School
- 11. IASB PRESS (Illinois Association of School Boards Policy Reference Education Subscription Service) Policy Revisions
 - a. 6:315 Instruction-High School Credit for Students in Grade 7 or 8
 - b. 7:20 Students-Bullying and Harassment of Students Prohibited
 - c. 7:40 Students-Nonpublic School Students, Including Parochial and Home-Schooled Students
 - d. 7:50 Students-School Admissions and Student Transfers To and From Non-District Schools
 - e. 7:100 Students-Health, Eye and Dental Examinations; Immunizations; and Exclusion of Students
 - f. 7:130 Students-Student Rights and Responsibilities
 - g. 7:140 Students- Search and Seizure
 - h. 7:180 Students-Prevention of and Response to Bullying, Intimidation and Harassment
 - i. 7:240 Students-Conduct Code for Participants in Extracurricular Activities
 - j. 7:250 Students-Student Support Services
 - k. 7:290 Students-Suicide and Depression Awareness and Prevention
 - l. 7:300 Students-Extracurricular Athletics
 - m. 7:305 Students-Student Athlete Concussions and Head Injuries
- 12. Old Business
- 13. Closed session, if needed
- 14. Adjournment

Consent Agenda:

- 1. Next meeting-July 12, 2016 at 4:30 p.m., School Service Center
- 2. Motion to approve the monthly financial report(s):

- a. List of Bills
- b. May 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. Retirements
4. Motion to accept the following donations:
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6. Motion to approve Resolution for Sale of Personal Property

Action Items:

1. Motion to Approve the following Resolutions:
 - a. Resolution for District Treasurer
 - b. Resolution for Depositories
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 - d. Resolution to Establish Petty Cash Revolving Fund
 - e. Resolution for Prevailing Wages
 - f. Certification of the Amount of Treasurers Surety Bond
2. Motion to approve Finance/Personnel Committee meeting dates
3. Motion to approve Renewal numbers for property/liability/workmens compensation insurance
4. Motion to approve the following budgets:
 - a. Human Resources (*presented on May 10, 2016*)
 - b. Community Relations (*presented on May 10, 2016*)
 - c. Finance (*presented on May 10, 2016*)
 - d. Revenue (*presented on May 10, 2016*)
 - e. Athletics~Activities
 - f. EHS Athletics
 - g. Safety & Security
 - h. Technology
 - i. Superintendent~BOE

- j. Central Registration
- 5. Motion to approve the release of payments for Communities-in-Schools through out-of-cycle checks.
- 6. Motion to approve the pre-payment of the summer Youth Leadership Program to Quad County Urban League and the release of payment through an out –of-cycle check.

Informational Items:

- 7. Request for Overload for Bilingual Science at East Aurora High School
- 8. IASB PRESS (Illinois Association of School Boards Policy Reference Education Subscription Service) Policy Revisions
 - a. 6:315 Instruction-High School Credit for Students in Grade 7 or 8
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 - i. 7:240 Students-Conduct Code for Participants in Extracurricular Activities
 - j. 7:250 Students-Student Support Services
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 - m. 7:305 Students-Student Athlete Concussions and Head Injuries

Public Comments:

There were no public comments

Minutes

The following budgets were presented at the committee meeting.

Athletics~Activities- Ms. Tyler and Mr. Nestor Garcia presented the Athletics and Activities budget. Mr. Garcia discussed the addition of new Band Uniforms; he anticipates needing to purchase 75 uniforms this year and an additional 75 next year. The program is growing and retaining more kids in band from

elementary and middle schools. The uniforms will fall under the previous agreement and at the same price. Approximately 110 days are needed to specially make the uniforms.

Mr. Darby asked about the overtime listed for the custodians. Mr. Dennis Renner stated that for certain activities, such as tournaments, 2 extra custodians may be needed due to the amount of people.

Ms. Johnson asked about NJROTC Uniforms, stating that NJROTC used to pay for uniforms. Mr. Garcia stated these were for PE Uniforms and Ms. Tyler stated that NJROTC may pay which would go to District 131's revenue account.

Ms. Johnson asked about the \$7,500 for the Fine Arts Festival, Mr. Garcia stated that this was for all after school activities.

Mr. Renner spoke regarding the Athletic Trainer, stating that the trainer was contracted through Athletico. District 131 pays Athletico and Athletico pays the trainer. The trainer works between 8-10 hour days and is at all practices and games. Typically a school the size of East Aurora High School would have 2 Athletic Trainers; this may need to be addressed at a later date. The price has not increased, currently \$35/hour.

Ms. Johnson inquired as to whether NJROTC reimburses the district, Ms. Tyler stated that they do reimburse.

EHS Athletics- Mr. Renner and Ms. Tyler presented the EHS Athletics budget. Ms. Tyler stated there was one add on for Football games at Aurora Christian this year. Mr. Renner stated that portable bleachers would need to be brought in for the East Aurora/West Aurora game for the visitor section and also for each game in the home section for Band members. The portable bleachers cost \$6,000/game. Ms. Johnson asked if the East/West game could be played at West Aurora this year. Mr. Renner stated that they would prefer to play at Aurora Christian. Ms. Johnson stated that she didn't agree with spending \$6,000 for bleachers for the East/West game when the game could be played at West Aurora. Mr. Renner stated he would speak to West Aurora and see if the home games could be flipped for this year and next year. Ms. Johnson agreed and stated that next year the East/West game could be played in the new stadium. Ms. Tyler removed the portable bleachers from the budget for the East/West game; the bleachers will be needed for all home games (5) for the Band members.

Mr. Darby asked if there was a fee for the kids for bowling, Mr. Renner stated yes, Mr. Garcia stated the line item on the budget is for bussing and use of the bowling alley.

Safety and Security- Mr. Garcia presented the budget for safety and security. Ms. Johnson asked about the security cameras for the high school. Mr. Garcia stated that a full assessment is being conducted regarding the cameras, wiring etc. Mr. Garcia stated that he and Mr. Anthony Crespo compared West Aurora High School which had 180 cameras and East Aurora High School has 52. Mr. Garcia wants to make sure that it is done right. Mr. Garcia stated this was a 3-5 year project, funds needed to be allocated for the technology as they are not included in the construction. The cameras will be added in phases but all the wiring will be there. Mr. Garcia will take the project out to bid.

Mr. Darby stated that Mr. Alex DiMare discussed moving the cameras to the middle schools. Mr. Garcia stated that this was part of the process; cameras that can be used will be migrated to the middle schools.

Ms. Johnson stated that there had previously been a safety and security grant the district received a few years ago. Mr. Garcia stated he would look into it.

Mr. Leonard asked what door blanks are. Mr. Garcia stated they go in the key hole so no key can be used. This is to eliminate use of any remaining master keys and so swipe cards are used instead.

Mr. Darby asked if ADS has swipe cards. Mr. Garcia stated they do.

Mr. Leonard asked about window film. Mr. Garcia stated it is a film by 3M that makes the windows harder to penetrate. Ms. Johnson asked if \$20,000 was for all of the windows in the district. Mr. Garcia stated it was for all of the windows that were easily visible into the building

Technology- Ms. Beatrice Reyes-Childress presented the technology budget. Ms. Reyes-Childress stated that technology will be under budget. Mr. Reyes stated that technology has been purchasing laptops, laptop carts, ipads etc.

Mr. Darby asked why there was a pallet jack in the budget for technology. Ms. Tyler stated that technology has its own van now and that the pallet jack will stay with the van.

Mr. Leonard asked about the generator listed. Ms. Reyes-Childress and Ms. Tyler stated that the generators would be for the SSC, ASC and possibly the high school after construction. Ms. Tyler stated it would be bid, Mr. Leonard asked if we currently have one and if it was worth it. Ms. Reyes-Childress stated it would be needed if the power goes out. Ms. Johnson stated this is the only item she questions on the budget.

Ms. Johnson asked if the district's near 1:1 was complete. Ms. Reyes-Childress stated the district will be complete by 2017.

Ms. Reyes-Childress stated that the network services were over budget, however the district upgraded Comcast internet services and it is an eratable expense.

Central Registration- Ms. Reyes-Childress presented the budget for Central Registration. Mr. Darby asked what the hours were. Ms. Reyes-Childress stated 9:00a.m.-3:00p.m Monday-Thursday and by scheduled appointments. There are two secretaries on staff. Mr. Darby asked if they could be open later. Ms. Reyes-Childress stated that nothing prohibits changing the hours as long as it's within the contractual hours and she would review.

Mr. Darby asked if we were moving towards online registration. Ms. Reyes-Childress stated she could look into it if the board would like. Mr. Darby stated this could save some printing costs. Ms. Johnson stated there is not a lot of success with getting the community on-line.

Superintendent-BOE- Ms. Tyler presented the budget and stated there would be no cost for the admin training to go over the contract and would remove the \$25,000. The only cost would be when the trainings would be offered; with the possibility of offering during institute days so there would be no additional cost. Ms. Tyler stated that Dr. Hoyda and Dr. McDonald wanted funds added for professional development for possible training for principals.

Mesirow Financial- Ms. Tyler presented the renewal numbers, the increase is around 3%.

Copier Bid- Ms. Tyler stated the bid is the same on the white paper and increase of 2.5% on the colored paper.

PE Uniforms- Ms. Tyler stated everything remains the same with the exception of the 3XL which has an increase in cost.

New Business- Ms. Tyler stated that Quad County Urban League and CIS are asking for out of cycle checks and would like the cash upfront due to cash flow issues to pay for their staff. Ms. Tyler stated that the district occasionally cuts an out of cycle check. Ms. Tyler stated she does not think this is best practice. Mr. Darby asked if this was a one-time request. Ms. Tyler stated yes.

*Overload-*Mr. Megazzini stated that this would be for an overload for 1 chemistry class at East Aurora High School, for about \$5,000. Ms. Johnson would like to know if there is a completed schedule and if there is information on class sizes. Ms. Johnson would like to know that the schedule is 100% completed before this is decided.

IASB Press The following IASB PRESS (Illinois Association of School Boards Policy Reference Education Subscription Service) policy revisions were reviewed, and will be presented as information on June 20, 2016 with action at a subsequent board meeting:

- a. 6:315 Instruction-High School Credit for Students in Grade 7 or 8
- b. 7:20 Students-Bullying and Harassment of Students Prohibited
- c. 7:40 Students-Nonpublic School Students, Including Parochial and Home-Schooled Students
- d. 7:50 Students-School Admissions and Student Transfers To and From Non-District Schools
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*Old Business-*Ms. Tyler stated that the district has not been awarded the science lab grant yet. Ms. Tyler asked if the district would want to move forward with the science lab project, it was not in the budget and would be approximately \$350,000 to put in the science labs, one science lab per building. Ms. Tyler asked if the district should move forward with the project and hope that the district receives the grant. Teaching and Learning has requested that this be completed at the middle schools over the summer. Ms. Johnson stated we should move forward. This would be included in the Buildings and Grounds budget.

Ms. Tyler stated that B&G may need to contract the science lab project out, Ms. Tyler spoke to Mr. DiMare earlier today and he stated that they may need to contract out the electrical for the pre-plated meals. Mr. Leonard stated we are not doing pre-plated meals. Ms. Tyler stated she's collecting estimated costs if the district goes with pre-plated meals. This would include all the elementary schools, Mr. DiMare estimated about \$5,000 per school to upgrade the electrical. This would need to happen by the beginning of the school year. Ms. Tyler stated that the Union would need to be alerted prior to calling in an outside vendor.

