

FINANCE/PERSONNEL COMMITTEE MEETING

Meeting Date: Tuesday, February 14, 2017 at 4:30pm.

Members:

Ms. Annett Johnson, Chair
Mr. Ken Darby
Ms. Kirstin Strand
Mr. Michael Prombo
Mr. Steven Megazzini

Attendance:

Yes
Yes
Yes
Yes
Yes

Agenda:

1. Roll Call
2. Public Comments/Questions
3. Acceptance of the following donations
 - a. \$2,000 from SENDing Support Charitable Foundation for the NJROTC program
 - b. 230 bags (204 to EAHS, 26 to Krug) of assorted school supplies to EAHS and from Mr. Gregg Rice of 3M
 - c. 450 stuffed animals for the BKC from the Aurora Chapter of the National Latino Police Officers Association
 - d. \$158.88 worth of supplies for the Makers Lab/Art Room at Johnson Elementary from Donor's Choose
 - e. \$308.60 worth of Flagship carpets from Donor's Choose
 - f. \$2,961 to Brady Elementary from Community Christian Church's Gift Mart
 - g. One trumpet for Krug School Band from Nick Lowe
 - h. Nine band instruments for Krug School Band from Paul and Catherine Kukec
 - i. \$500 to promote Science, Technology, Engineering, and Math at EAHS
 - j. \$1,515 to O'Donnell Elementary from Ginger Creek Community Church's Gift Mart
4. Acceptance of the following grants
 - a. Every Child Can Code from the DART Foundation for \$4,715 to Oak Park & Dieterich Elementary Schools
 - b. IL Schoolyard Action Grant Program from IL Dept. of Natural Resources for \$1,999.80 to Cowherd and EAHS
 - c. Retro-Commissioning Service and Energy Assessment Service Grants from IL Energy Now – Smart Energy Design Assistance Program estimated at \$303,084
 - d. EverThrive Illinois Grant from Tyson Food for \$2,400 to the 21st Century After-School program
 - e. Community Grant from Wal-Mart Foundation for \$2,500 for Oak Park Elementary
5. Corporate Resolution for Authorized Signers
 - a. Oak Park Elementary
6. Post Issuance Compliance Checklist
7. IMRF Resolution to Include Taxable Allowances as IMRF Earnings for FY16
8. E-Rate Bid Acceptances
9. IASB PRESS (Illinois Association of School Boards Policy Reference Education Subscription Service) Policy Revisions
 - a. 4:60 Operational Services – Purchases and Contracts
 - b. 4:110 Operational Services – Transportation
 - c. 4:175 Operational Services-Convicted Child Sex Offender Screening; Notifications
 - d. 5:10 General Personnel-Equal Employment Opportunity and Minority Recruitment
 - e. 5:100 General Personnel-Staff Development Program
 - f. 5:125 General Personnel-Personal Technology and Social Media; Usage and Conduct
 - g. 5:185 General Personnel-Family and Medical Leave
 - h. 5:190 Professional Personnel-Teacher Qualifications
 - i. 5:250 Professional Personnel-Leaves of Absence
 - j. 5:260 Professional Personnel-Temporary Personnel-Student Teachers/Interns
 - k. 5:280 Educational Support Personnel-Duties and Qualifications
 - l. 5:330 Educational Support Personnel-Sick Days, Vacation, Holidays and Leaves
 - m. 6:15 Instruction-School Accountability
 - n. 6:50 Instruction-School Wellness

- o. 6:310 Instruction-High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students
 - p. 6:340 Instruction-Student Testing and Assessment Program
10. New Business
 - a. Bussing Analysis
 11. Closed Session, if needed
 12. Adjournment

Minutes

Public Comments – None.

Donations – Accepted

Grants

Ms. Margo Schmidt discussed the grants received. The largest this month is IL Energy Now and is the second of three grants. The grant itself is for the assessment of the schools on how we can save money with electric and gas. The next phase of the grant will be through the rebates and the grants department is currently in the process of compiling the purchases with the help of the Buildings and Grounds Department. We can then submit a rebate for anything the assessments have identified. The rebate will likely be presented in May or June.

Ms. Johnson asked about the status of any grants for the field turf. Margo is submitting an additional round of grant applications in March, April and May. Ms. Schmidt stated we made it to the 2nd round of the NFL grant, but not the 3rd round. She will resubmit.

Ms. Johnson asked about grants for the security cameras. Ms. Schmidt applied for 75k through the Ford Foundation and 50k through the US Department of Education. The US Department of Education has not issued this grant since 2012 and Ms. Schmidt does not feel this one is likely.

Ms. Johnson stated she thinks all of the grants are able to be accepted.

Corporate Resolution for Authorized Signers

Mr. Prombo noted the next three items are housekeeping items. The Oak Park Elementary School needs an updated signature sheet for their checking account. The principal and secretary will be signers.

Post-Issuance Compliance Checklist

Mr. Michael Prombo discussed the resolution to be passed at the upcoming board meeting about our compliance procedures related to the District's debt issuances. Chapman and Cutler sent us a checklist of items for us to maintain compliance regarding keeping records properly and investing the proceeds properly.

IMRF Resolution to Include Taxable Allowances as IMRF Earnings for FY16

Mr. Prombo noted this resolution must be passed at the next board meeting as a result of our IMRF audit. This item is a housekeeping item. Mr. Prombo noted we have come through the audit very well. Ms. Johnson asked if we had any penalties and Mr. Prombo noted we did not.

E-Rate Bid Acceptances

Mr. Sheldon Lou was present to discuss the District's recent bids for technology. He noted that there are three portions where we apply for federal assistance; our internet and wide area network (WAN), our cell phones and our analog lines.

For the internet and WAN, we receive 6 bids and we chose the Comcast who had the lowest price. We received three bids for the cell phones and AT&T had the lowest price. The analog service had two bids and we recommend Call One, which was the low bidder.

The Technology Department worked with consultants in developing the bids and in ranking each bidder based on price and categories/services.

The Committee had no questions regarding any of the bids.

IASB PRESS Policy Revisions

Mr. Steve Megazzini discussed the policy revisions and noted we were getting caught up.

There was discussion about the contractors' background checks. Ms. Johnson asked about the contractors we have at the district and if we complete background checks for them. Mr. Megazzini noted that we have them go through the same fingerprinting and background checks like we do for all employees.

Mr. Megazzini stated the transportation policy change pertained to foster kids and noted the deadline was pushed back to June 30, 2017. Ms. Suzanne Bement is in charge of working on this implementation.

Mr. Megazzini described the changes to the convicted child sex offender screening notification. He noted we match the background checks to the sexual predator list. Ms. Strand asked for clarification on the change in the policy. Mr. Megazzini stated it was to apply this to the student teachers. Mr. Darby asked how we identify contractors. Ms. Shields responded they have a lanyard identifying them as a contractor.

Regarding changes to the FMLA policy, which included language updates, Ms. Johnson asked if we bill them for insurance when employees go past the available FMLA. Mr. Megazzini confirmed that we do.

Ms. Johnson noted for the Instruction-High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students Policy, that we complaints from homeschoolers who are reentering the district. Mr. Megazzini noted that this policy will be reviewed by Ms. Heather Kincaid so that we are keeping track of those students and communicating with them exactly how many credits we will accept from an out of district experience.

Bussing Analysis

Mr. Prombo began by thanking Ms. Kristin Imberger for pulling the data and First Student who prepared this analysis free of charge.

First Student presented two scenarios. One which would be considered "traditional transportation" which transports all students outside of a 1.5 mile radius and the other which is a shuttle bus option for middle school and high school students more than 2 miles away from their school.

Mr. Prombo noted that the first scenario, the "traditional transportation" option, includes state reimbursement of 70%, which can be subject to fluctuations with the state. There would be two tiers of bussing with this scenario. The first tier would use the group of busses to transport middle school and high school students and then those same busses would be used for tier two, which transports elementary school children. This would cause a conflict with the start times of the schools and the teachers' contract. The number of additional eligible riders for Scenario 1 was 3,087. The low end estimate for this option was \$1,216,800 and the high end estimate would be \$1,357,200.

Mr. Prombo noted that this was just a baseline estimate. There would be other costs to consider and the only way to know that true cost would be to go out to bid. The District would have to review the bell times to implement the two tier bussing systems. Mr. Megazzini stated that this would be a challenge with the current contract as the current contract sets a specific time for working hours for the teachers' day. In his previous experience, there would need to be a one hour change between the two bell times in order to implement the two tier system. Mr. Prombo also noted that we would need to review for hazardous crossings such as highways, railroads, areas with no sidewalks, etc. This is done on a point system. A form is completed and filed with IDOT who will then make an assessment and approve or deny the crossing as hazardous. For crossings that are approved as hazardous, students within 1.5 miles can ride and the District will be eligible to count them towards reimbursement.

Ms. Johnson pointed out that if we implement this, the amount we currently spend on Kindergarten transportation could now be eligible for reimbursement and this could be cost neutral.

Mr. Prombo went on to state the third item to consider was the need for a transportation person to coordinate notifications to parents, any crossing/pick-up issues, moving issues, etc. The fourth item was to note that there would be discipline issues on the busses would likely cause additional work for administrators and a potential need for bus monitors.

Ms. Johnson noted Scenario 2, the shuttle service, doesn't make as much sense since we wouldn't get reimbursed. Ms. Strand also noted that it would impact fewer students as well.

Ms. Strand asked about referendum and Mr. Prombo stated he didn't believe so. Discussion ensued on why we might have needed a referendum in the past and what portions would be reimbursable. All agreed the lawyer would be involved in checking into whether we would need to have a referendum.

Mr. Prombo noted that we will be entering negotiations soon and this could be a place where we would build in the new language for the two tier system instead of altering the current contract. Mr. Megazzini noted that we would have to go to a union vote if we were to implement it sooner. Ms. Johnson agreed and noted we would have to have a Memo of Understanding.

Ms. Johnson is leaning to go to bid and wants Mr. Prombo present this information to the Board of Education at the next meeting.

Ms. Strand asked about Fred Rogers Magnet Academy and Mr. Prombo stated they were included in the analysis. Ms. Strand noted she thought there would be more students impacted and that this might not help the truancy rate as much as she thought it would, but it would not hurt.

Ms. Johnson asked about the clogged streets and how that would relate to the bussing. Mr. Prombo noted the winning bidder would review the neighborhoods to find the best stops. For example, the bidder would not want to select a stop that was next to a bar.

Ms. Schmidt asked about how this affects Pre-K. Mr. Prombo noted that any kids who are currently being bussed were not included in the analysis. He would work with Ms. Schmidt into checking with ISBE to review moving the Pre-K children's transportation from being funded through the Pre-K grant to being funded through the transportation claim.

No other new business

Closed Session – There was no closed session.

The meeting adjourned at 5:25pm.