

FINANCE/PERSONNEL COMMITTEE MEETING

Meeting Date: Tuesday, March 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. Goal sets, soccer balls, basketball hoops, basketballs, Playdough, costumes, and phonemic awareness activity tines valued at \$2,258.38 from Donors Choose for the Benavides Kindergarten Center.
 - b. 400 gently used and new books from Mike Putin, Principal of Holy Cross Catholic School for the Benavides Kindergarten Center.
 - c. Classroom supplies valued at \$1,942.65 for Johnson Elementary School's Classroom program "Student Selected Supplies to Achieve Success."
 - d. \$250 for EAHS Survivor Lit Jaycee Dugard Project from Cordigan Clark & Associates.
 - e. \$190 for Headphones for Johnson Elementary School's First Grade students.
 - f. \$50 for supplies at Johnson Elementary from Kohl's.
4. Acceptance of the following grants
 - a. \$250 for EAHS from the City of Aurora's Neighborhood Festival Funds.
 - b. \$11,000 for Cowherd Middle School's Pollinator Habitat Garden from the Illinois Clean Energy Community Foundation.
 - c. \$8,893.87 from the Office of the Secretary of State's School District Library Grant.
5. Corporate Resolution for Authorized Signers
 - a. High School
6. Renewal of Food Service Contracts
 - a. Preferred Meals
 - b. Sodexo
7. Website Re-Design Bid
8. Sale of Personal Property
 - a. Technology
9. IASB PRESS (Illinois Association of School Boards Policy Reference Education Subscription Service) Policy Revisions
 - a. 6:60 Instruction-Curriculum Content
 - b. 6:145 Instruction-Migrant Students
 - c. 6:160 Instruction-English Learners
 - d. 6:170 Instruction-Title I Programs
 - e. 7:30 Students-Student Assignment and Intra-District Transfer
 - f. 7:50 Students-School Admissions and Student Transfers To and From Non-District Schools
 - g. 7:60 Students-Residence
 - h. 7:70 Students-Attendance and Truancy
 - i. 6:340 Instruction-Student Testing and Assessment Program
10. New Business
 - a. Transportation Update
11. Closed Session, if needed
12. Adjournment

Minutes

Public Comments – None.

Donations – Accepted. Mr. Darby asked about Donor's Choose. Ms. Shields noted that this is where teachers set up a request on the website and then it gets funded. Mr. Darby noted that he is impressed with the teachers looking for extra funding.

Grants – Accepted.

Corporate Resolution for Authorized Signers

The East Aurora High School needs an updated signature sheet for their checking account. The Principal, Assistant Principals and Bookkeeper will be the authorized signers.

Renewal of Food Service Contracts

Mr. Prombo presented the contracts for Preferred Meals and Sodexo and the new prices which correspond to the increase in the reimbursement rate. Mr. Darby asked if there would be any changes to the adult pricing. Mr. Prombo noted that we look at that every fall and make sure that it is cost neutral.

Mr. Prombo noted that both the Sodexo and Preferred Meals contracts is an annual renewal for this price base and we are on the first of four possible annual renewals.

The Committee agreed to continue with the current contracts.

Website Re-Design Bid

Mr. Tom Jackson presented the results of the bid for redesigning the District's website. Mr. Jackson noted, in his information to the Committee, some of the lower bids were eliminated due to their lack of experience with school websites, outdated or insufficient language support solutions, and timelines that would not work for the District. After consulting with technology, Mr. Jackson recommends Schools by Floodlight. They were in the mid-range of all bids, they have extensive experience with schools, they allow for a customized Spanish language site and they have flexible payment options.

Ms. Strand noted that she was unaware that this was a priority and asked about the budget for the District.

Mr. Jackson stated that he noted the need for a website before accepting the job. His predecessor had explored the options as well and had begun gathering information and data. In December, Tom sent out a survey and developed the vision for the website.

Ms. Johnson stated that the District has been talking about the website for about five years, including developing a better Spanish site as well. Ms. Johnson also noted that since this is considered a service, we do not have to accept the lowest bidder.

Mr. Darby asked about the development of the site and if the individual school sites would be "subsites" of our District sites or independent. He also about the Spanish translation and what benefits we receive from Floodlite will we receive over the lower cost vendors.

Mr. Jackson noted that each school's webpage would be under the District's main site. Mr. Jackson also stated that in many of his interviews and in many of the lower bids, the vendors would be using Google Translator for translating the site into Spanish. However, in speaking with the bilingual staff at the District, it was noted there are many inconsistencies in the translation for school purposes. Floodlite would allow for us to customize our Spanish translation. In addition, if any school wanted to add photos with captions, Floodlite includes an interface at the school level to insert English and Spanish captions. Furthermore, once a user of the website selects Spanish, a cookie will remember that choice for the user. This would be a Spanish database instead of a dual website which will ease confusion as well. Mr. Jackson checked several references and all came back strong. The site also has a flexible content management system which will allow for more customization.

Mr. Darby noted this is a 3 year contract and asked about the pricing for year 4 and beyond. He also asked about the budget.

Mr. Jackson stated that the price can be paid in three annual installments of \$36,000 and after that, we would pay a hosting fee annually which is typically \$4,000 to \$5,000 per year. Mr. Prombo noted there is contingency money available for the first fee and then we can build in into the budget for the future years.

Ms. Johnson was impressed by the Spanish piece and noted that would be good for the District. She then asked about interfacing for online registration.

Mr. Jackson confirmed that the site will be more secure than it currently is and will work with moving towards online registration. He also noted that it will be ADA compliant.

The Committee agreed to proceed with moving this to the full board.

Sale of Personal Property

The Board reviewed the list of technology items that are being disposed. This list mostly includes outdated monitors and laptops. Mr. Darby asked why we continue to have these disposals. Mr. Prombo and Mr. Megazzini noted that this is a large clean-up process and it pertains to obsolete items as the technology department continues to go through the inventory.

IASB PRESS Policy Revisions

Mr. Steve Megazzini discussed the policy revisions and noted that they were reviewed by the District's lawyer. The committee did not have any questions.

New Business

Transportation Update

Mr. Prombo noted he discussed the environment of the District with the five large providers in the area prior to sending out the bid. The RFP was posted on March 3rd. Mr. Prombo noted that we had the pre-bid meeting for transportation on March 9th and four vendors showed up. Today was the last day for questions and noted that we had one question and posted the addendum on the website. The bid opening will be in 10 days. Then we will review the bids and vet the vendors. He is hoping for four bids. The two scenarios for bid will be for a one tier system assuming there is no change in the bell times. The other scenario is for the bell times changing. Mr. Prombo also noted that the vendors will be developing their routes and did not need pre-determined routes for the bid. On April 11, we will discuss again at the Finance Committee and then it would go to the board for the decision.

Mr. Darby asked how many students who are considered chronically truant will be eligible for busing. He also noted that he is aware we will have to ask others that question.

Mr. Darby asked about the ratio GSA dollars we will receive as it relates to an increase in attendance? Mr. Prombo noted that we will bring a forecast to the next committee meeting and that Ms. Shields has already started looking at those numbers. Ms. Shields noted that she believes that an extra 1% in attendance will result in about \$400k in additional revenue, providing all other factors remain constant.

Mr. Darby asked if we be able to combine with other transportation services in order to save us money. Mr. Pombo noted that it could bring down costs, but we will have to sync up the contracts.

Mr. Darby asked who will be overseeing the transportation. Mr. Prombo noted that this is a personnel issue and he believes will be discussed in the closed session of the upcoming board meeting. He noted that we will need additional staff to handle the transportation. Those people would only be hired if the new positions are approved by the board.

Mr. Darby asked if the bids will include the price of bus monitors. Mr. Prombo confirmed that bus aides were included in the bid specifications along with three cameras, including one on the stop-arm.

Mr. Darby noted his hope that we can work with the city on the parking for the streets in order to help with the buses' movement.

Other New Business

Mr. Darby noted he's been noticing other districts having issues with the state being behind on their payments. He asked how much the state currently owes us. Mr. Prombo noted that regarding General State Aid, the state is current. Ms. Shields noted the state is behind on categorical payments which include Special Education and Transportation. Mr. Prombo stated we have received all payments from Fiscal Year 16. Ms. Shields confirmed and noted that we are owed about \$500 thousand for transportation and \$2.3 million for Special Education.

Ms. Strand noted that we have an offer of \$1million for the stadium but we need to be sure that this is a citizen we would be willing to have naming rights.

Mr. Prombo brought up needing to pass an intergovernmental agreement for impact fees. Mr. Darby noted that this can go to the full board.

Ms. Johnson would like a budget comparison for the next month.

No other new business

Closed Session – There was no closed session.

The meeting adjourned at 5:20pm.