

FINANCE/PERSONNEL COMMITTEE MEETING

Meeting Date: Tuesday, April 11, 2017 at 4:30pm.

Members:

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

Attendance:

Yes
Yes
No
Yes
Yes

Agenda:

1. Roll Call
2. Public Comments/Questions
3. Acceptance of the following donations
 - a. \$1,136 for BKC for flower pots, soil, and flowers for a Mother's Day project
 - b. Ten foot conference table from The Vaya Group
 - c. \$100 for EAHS to purchase items for the Tomcat Food Pantry
 - d. \$2,000 for EAHS NJROTC from the Navy League of the United States, Aurora \$50 for supplies at Johnson Elementary from Kohl's.
4. Acceptance of the following grants
 - a. \$6,000 Illinois Manufacturing Association Grant for the EAHS 21st Century After-School Program
5. Adult Meal Prices
6. Transportation
 - a. Bid Results
 - b. Cost Estimates
7. Sale of Personal Property
 - a. Pre-Common Core/IL Specific Curriculum
 - b. Technology
8. Unpaid Facility Rental Invoices
9. Request for Positions
 - a. Request for one (1) FTE Assistant Director of Curriculum at the Administrative Service Center
 - b. Request for three (3) FTE Administrative Coordinators at the Administrative Service Center
 - c. Request for one (1) FTE Parent Advocate at the Administrative Service Center
 - d. Request for one (1) FTE Data Support Technician at the Administrative Service Center
 - e. Request for one (1) FTE Online Registration Support Technician at the Administrative Service Center
 - f. Request for one (1) FTE Division Chair for Physical Education/Health/Driver's Education at East Aurora High School
 - g. Request for one (1) FTE Transportation Assistant Director at the School Service Center
 - h. Request for one (1) FTE Transportation Specialist at the School Service Center
 - i. Request for one (1) FTE Accountant/Internal Auditor at the School Service Center
10. New Business
11. Closed Session, if needed
12. Adjournment

Minutes

Public Comments – None.

Donations – Accepted.

Grants – Mr. Darby asked Margo Schmitt about the grant. Ms. Schmitt noted that it was \$120 per student to take up to 4 CPT assessments. She also noted this is a new partnership. Additionally, the grant paid for the transportation of middle school students to view area manufacturing companies.

Adult Meal Prices

Mr. Prombo presented the adult meal prices. Elementary school breakfast and lunch increased by \$0.05 each. Middle and High school breakfast increased by \$0.05. These meal prices are set so we break even with the costs.

Transportation

Mr. Prombo presented the results of the transportation bid and a cost projection sheet. Mr. Robert Rutkoski and Ms. Leslie Norgren from First Student were in attendance to answer any questions. Mr. Prombo thanked First Student, Kristin Imberger and Elizabeth Shields for their work on getting together the initial proposal and working on the RFP.

Mr. Prombo described the various scenarios and presented the prices of the bidders. Mr. Prombo presented the rate per bus and the rates for the monitors. If there are no bell time changes for FY18, it would cost the District an extra \$343,321.

Mr. Prombo then presented the projections for revenue and expenditures related to transportation. The ranges for the revenue projections included a 0.5% to a 1% increase in average daily attendance which is a key component of the General State Aid calculation. Mr. Prombo also noted various scenarios related to bell time changes and adding bus monitors.

Mr. Darby asked about the cost of aides. Mr. Prombo noted that one bus aide would have an annual rate of around \$13,000. Mr. Prombo also noted that there are three cameras on the bus and a camera on the stop arm. Mr. Darby asked about the teachers' contract. Dr. McDonald noted that he has had conversations with the union, but the union has questions about the lag time between bell times. Dr. McDonald noted that after speaking with Mr. Prombo, it would be about 45 minutes to an hour.

Ms. Johnson noted that we would hate to leave money on the table and would like Dr. McDonald to try and speak with the union quickly. Mr. Darby asked about the chronically truant student attendance and if those students would be included in the busing. Dr. McDonald noted that any students that are over 1.5 miles away would be more likely to attend school with busing, but the specific data regarding whether those students are chronically truant is hard to determine.

Mr. Darby asked about the budget. Mr. Prombo noted that we can move money from reserves. Ms. Johnson noted that she thinks that this is a necessary expense.

Mr. Darby asked about the Special Education secretary being used for this. Mr. Prombo noted that she spends 100% of her time on Special Education busing due to the greater amount of variables that arise from transporting Special Education students.

Mr. Darby asked about the number of buses First Student included in their bid versus the number of buses Durham estimated. Mr. Rutkoski noted that they looked at the bid and the addresses of the students and inputted the information into their routing system and believes their number is accurate. He also believes that their number of buses could drop due to efficiencies gained throughout the year. He noted we could use their software, First Solutions with the PMA 5Maps software to target certain populations and develop efficiencies.

Ms. Johnson asked if there would be issues with the narrow streets. Mr. Rutkoski noted that First Student operates in other Districts with narrow streets similar to Aurora's, including the City of Chicago. He noted that this is a driver training issue and that First Student has the driver training programs in place to address the narrow streets.

Ms. Johnson asked if we could apply for reimbursement for the Pre-K busing. Ms. Shields noted that Pre-K attendance is not allowable for GSA reimbursement so it is not as advantageous as the other transportation categories.

Ms. Johnson noted that this is a big win for East Aurora.

Sale of Personal Property

The Board reviewed the list of curriculum and technology items that are being disposed. No issues were noted.

Unpaid Facility Rental Invoices

Mr. Prombo stated that it was brought to his attention that there were some invoices at the high school for rental of the facilities that were unpaid. He inquired as to the collection procedures and was told that a former employee had been instructed to not enforce payment from the external group.

Ms. Johnson asked about all of our facility rentals in general. Mr. Prombo noted that Buildings and Grounds handles all rentals that are not at the high school and the high school handles their own. Rentals have decreased significantly the last two years.

Discussion ensued about our facility rental policy, whether the students being served resided within our district, and what other districts typically do. Ms. Johnson instructed Mr. Prombo to give the unpaid invoices to Nestor as he has dealt with the club in question in the past.

Request for Positions

Mr. Megazzini went through the proposed positions.

Assistant Director of Curriculum at the Administrative Service Center

No comments

Three Administrative Coordinators at the Administrative Service Center (STEM, Encore/FA/CTE, Health)

Mr. Darby asked if there is a current employee that is providing these services. Ms. Heather Kincaid noted that while someone is technically responsible for these sections, there are gaps a need for oversight. Ms. Johnson asked about the gifted program coordinator. Ms. Kincaid noted that studies have shown that beginning some of the areas in the fifth grade, rather than the sixth grade, has a significant impact on student learned.

Parent Advocate at the Administrative Service Center

Ms. Johnson asked if this was a program already in place. Ms. Reyes-Childress noted that this program would at the District level rather than the building level. This position also includes home visits for truancies. Mr. Darby asked about number of families he thinks they'll have. Ms. Reyes-Childress noted that she doesn't have current numbers, but that there is a large need and that the salary is allowable under Title I.

Data Support Technician at the Administrative Service Center

Mr. Darby noted that he thought we had someone in charge of this area. Mr. Megazzini noted that this would be more for software and data analysis. Ms. Reyes-Childress noted we have one person with this skill set at the District and as a result, we are missing out on efficiencies for uploading and downloading data.

Online Registration Support Technician at the Administrative Service Center

Mr. Darby asked if this person would be focusing on the new online registration system or would they also be in charge of cleaning up the data. Ms. Reyes-Childress noted that they would be doing both. Ms. Johnson asked about the potential to reduce positions in the long-term. Ms. Reyes-Childress noted that is a possibility, but that it will also depend on the parent participation. Mr. Darby noted there was an inconsistency in the salary for this position. Mr. Megazzini stated he would confirm the salary.

Division Chair for Physical Education/Health/Driver's Education at East Aurora High School

Mr. Megazzini noted that this is currently under the Athletics Director. Dr. McDonald noted that this area does not get enough support since athletic director is a full time job in a district of this size. Dr. McDonald also noted the Driver's Education paperwork is behind and that has state requirements associated with it. Mr. Megazzini noted these are classes that are graduation requirements, but the areas are not getting the due that they need. Ms. Johnson noted that when we went to division chair model the old person was retiring so they did not separate it out. She noted that she believes that this was probably an oversight from prior years.

Transportation Assistant Director at the School Service Center

Transportation Specialist at the School Service Center

Mr. Darby asked if the Assistant Director for Special Education who is currently charged with the Special Education transportation would be able to take this on. Mr. Prombo stated that the reason the Assistant

Director of Special Education had these duties was because there was no one else and that the new position would handle the new issues and the Special Education issues, thereby freeing up the Assistant Director of Special Education to be focused on the normal job duties. Mr. Prombo noted the actual Special Education Transportation work was being done by someone at the secretarial level. Mr. Prombo asked about posting the positions as “anticipated” positions before the board approves the transportation bid. The committee members were fine with that.

Accountant/Internal Auditor at the School Service Center

Ms. Johnson noted no issues. Mr. Darby expressed concern with all of the new positions and noted that we should stay cognizant of the teacher contracts. Ms. Johnson noted that some of these positions have been vacant and that the transportation piece comes with its own position needs. Dr. McDonald noted that when he got here there was no one here to pay the bills because there weren't enough people and the one person who could was out. He noted that there is a cost to making sure that the business office runs efficiently and when it's not, there's a greater cost. He noted he believes all of these positions are necessary. He also noted that people doing two jobs is going to create turnover due to burnout.

New Business

Dr. McDonald brought up the summer workers. He noted we hire about 30 high school age employees with the rate being \$8.50 an hour and we have trouble recruiting. He would like to raise this to \$12 per hours and advertise to our graduating seniors. They are temporary jobs and it will not be a significant cost. Furthermore, we could save money by not having to pay Overtime to our custodial and maintenance employees.

Mr. Darby and Ms. Johnson agree that this could be needed and that it would be good to help our students. Ms. Johnson noted that we can forward that to the full board meeting agenda.

Ms. Johnson explained about a new opportunity she discovered called the Sustainability Partnership. The program is run by Blackwell Capital who invests into infrastructure – changes lights, upgrades, etc. The money would be used to fix up old buildings. Ms. Johnson requested that we explore this program. Ms. Johnson asked about the energy bid. Mr. Prombo stated that he will look into the contract we have signed. Ms. Johnson asked if she could review those rates before renewing.

Closed Session – There was no closed session.

The meeting adjourned at 5:49pm.