

## FINANCE/PERSONNEL COMMITTEE MEETING

Meeting Date: Tuesday, June 12, 2018

### Members:

Ms. Annette Johnson, Chair	Yes
Mr. Bruce Schubert	Yes
Mr. Dan Barreiro	Yes
Mr. Michael Prombo	Yes
Mr. Steven Megazzini	Yes

### Attendance:

### Participants:

Mr. Robert Lewis, Senior VP PMA Securities; Ms. Elizabeth Shields, Assistant Director of Finance; Mr. Stephen Morcos, Senior Vice President HUB International; Dr. Margo Schmitt, Grant Coordinator; Ms. Paula Cardona, School Systems Coordinator

### Agenda:

1. Roll Call
2. Public Comments/Questions
3. Acceptance of the following donations
  - a. \$200 from Meijer for the Beaupre Family Picnic
  - b. 6 bicycles valued at \$420 from Keystone Lodge #15 for Beaupre and Dieterich Elementary Schools
  - c. 2 bicycles valued at \$130 from Ms. Twila Garza for Bardwell Elementary School
4. Acceptance of the following grants:
  - a. \$2,500 cash for recess equipment and 500 backpacks valued at \$5,000 for the Action for Healthy Kids Grant through Aldi for the Benevides STEAM Academy
  - b. \$3,000 Game On Grant through Action or Healthy Kids for Indoor Recess and PE Equipment for Benevides STEAM Academy, Bardwell and Krug Elementary Schools
  - c. \$1,000 from the Aurora Kiwanis Foundation for kitchenettes for the Benevides STEAM Academy
  - d. \$6,698.19 from Commonwealth Edison Rebate Program for LED Lights Retrofit at Cowherd and East Aurora High School
  - e. \$39,995 Illinois Arts Council grant for arts and foreign language planning assistance for the Benevides STEAM Academy and East Aurora High School
  - f. \$5,000 Toolbox for Education Grant from Lowe's for a garden at Krug Elementary School
  - g. \$675,000 over 3 years from the Dunham Fund via the Aurora East Educational Foundation for STEM/STEAM schools
  - h. KaBoom! Grant Playground valued at \$100,500 via the Aurora East Education Foundation for a new playground at Bardwell Elementary School
5. Bond Refinancing Presentation
6. GASB 54 Resolution to Commit Amount for Refinancing
7. Insurance Results/Presentation
8. Sustainability Update
9. Stationary Bid Update
10. Middle School Classroom Libraries Bid Results
11. PE Uniform Recommendation
12. Annual Resolutions
  - a. Transfer from Operations and Maintenance to Debt Service for Payment of Capital Lease
  - b. Resolution Adopting Prevailing Wages
  - c. Certificate for the Amount of Treasurer's Surety Bond
13. Treasurer Discussion and Related Resolutions
  - a. Resolution for District Treasurer
  - b. Resolution for Depositories
  - c. Resolution to establish Imprest Revolving Fund
  - d. Resolution to establish the Petty Cash Revolving Fund

14. Presentation of Department Budgets
  - a. Community Relations
  - b. Central Registration
15. Review of Revisions to the Following IASB PRESS (Illinois Association of School Boards Policy Reference Education Subscription Service)
  - a. 2:105 Board of Education-Ethics and Gift Ban
  - b. 2:170 Board of Education-Procurement of Architectural, Engineering, and Land Surveying Services
  - c. 2:260 Board of Education-Uniform Grievance Procedure
  - d. 4:20 Operational Services-Fund Balances
  - e. 4:40 Operational Services-Incurring Debt
  - f. 4:80 Operational Services-Accounting and Audits
  - g. 4:140 Operational Services-Waiver of Student Fees
16. Review of Revisions to the Following Policies
  - a. 5:185 General Personnel-Family Medical Leave
  - b. 5:280 Educational Support Personnel-Duties and Qualifications
17. Request for overload per memos
18. Sale of Personal Property - Technology
19. New Business
20. Closed Session, if needed
21. Adjournment

### **Minutes**

Public Comments – None.

Donations – Accepted.

### **Bond Refinancing Presentation**

Mr. Bob Lewis presented an additional option as a follow-up to the last meeting's presentation which has the District contributing \$4 million with the debt restructuring. Mr. Lewis noted that this could reduce the district's overall debt service for the future. He noted that late July would be the deadline for determining how much to contribute.

Mr. Lewis also presented a timeline if the District chose to issue Alternate Revenue Bonds. The Committee asked if it would bring the District's overall bond rating down. Mr. Lewis said it would depend on the amount, but he didn't believe a \$10 million issuance would create a ratings decrease due to our increase in revenues from Evidence Based Funding, that Illinois passed a budget and that we've been paying down our debt. Mr. Lewis noted that we can begin the process for issuing these bonds and after we have the authority to issue them, the District will have three years to issue them.

### **GASB 54 Resolution to Commit Amount for Refinancing**

Ms. Shields noted that there is a process through the Government Accounting Standards Board to formally commit money on the financial statements for the refunding. The Committee was not ready to take action at this time.

### **Insurance Results/Presentation**

Mr. Stephen Morcos and a team from HUB International presented the insurance pricing they were able to secure for fiscal year 2019 and an option for worker's compensation through fiscal year 2020. Mr. Morcos noted that our insurable value increased due to the work at the high school. Mr. Morcos also noted that the District needed some increased coverages in certain areas. Overall the rates increased due to these factors, but he anticipates they will remain consistent next year. Mr. Prombo asked if the fees were imbedded in the costs. Mr. Morcos stated that they were, but that he could break them out.

Mr. Schubert asked if HUB would provide trainings related to OSHA. Mr. Morcos stated they offer several trainings as well as a free assessment of the District with the goal being to reduce worker's compensation claims.

After further discussion, the Committee moved the proposal to the full board.

#### Sustainability Partners Update

Ms. Shields noted that Sustainability Partners has begun working with Cordogan Clark and Associates (CCA) on preparing bid documents for the lighting. The Committee asked about the deadlines for the LED lighting rebates. Dr. Schmitt noted that the regular rebates will likely continue through 2020, but nothing official has been released. Currently, the rebates are officially extended through December 31, 2018. Dr. Schmitt has been checking the lights CCA has been proposing and making corrections where needed so that they will qualify for the rebate.

Dr. Schmidt has also been preparing to have energy reports for potential Nicor rebates as well.

#### Stationary Bid Update

Ms. Shields updated the committee on the stationary bid. The bid did not specify recycled products; however, the board policy states that when economically feasible, the District will use recycled products. One of the two winning vendors did use recycled paper in their bid and one did not. The Committee decided to move the bid to the full board.

#### Middle School Classroom Libraries Bid Results

Ms. Shields presented the classroom library bid results. She noted that the three lowest vendors did not meet the criteria of the bid which was to have title variety that spans multiple grade levels. She also noted this is a Title I purchase. The Committee agreed to move the recommended vendor to the full board.

#### PE Uniform Recommendation

Ms. Shields reviewed the memo prepared by Mr. Nestor Garcia, Assistant Director of Athletics and Student Activities. His recommendation is to extend the current bid for an additional year. The price increase cannot exceed the Consumer Price Index – Urban, which is 2.1%. The Committee agreed to move the extension to the full board.

#### Annual Resolutions

Ms. Shields noted the next three resolutions were annual housekeeping items. The Committee moved to the full board.

#### Treasurer Discussion and Related Resolutions

Mr. Megazzini noted that since Mr. Prombo's last day at District 131 would be June 29, the Board would need to appoint a new treasurer as there was no recommendation for his replacement as yet. The Committee agreed to appoint Dr. Jennifer Norrell and move the related resolutions to the full board.

#### Presentation of Department Budgets

Ms. Shields presented Mr. Tom Jackson's Public Relations budget. Mr. Jackson eliminated many items that had not been spent in prior years now that he has more experience in the position. Ms. Paula Cardona presented the Central Registration Budget that showed the transition in moving from paper registration to online registration. The Committee moved to the full board.

#### Review of Revisions to the Following IASB PRESS Policies

Mr. Megazzini noted that these revisions are primarily revisions to the footnotes and formatting. The Committee moved to the full board.

#### Review of Revisions to the Following Policies

Mr. Megazzini noted that the revisions are for making FMLA a rolling 12 month period and updating for concussion protocols.

#### Request for Overload per Memos

Mr. Megazzini noted that due to student interest, Cowherd requested an additional Spanish section. East Aurora High School requested overloads for Applied Technology, Science, World Language and Bilingual. Student Services requested the addition of a 1:1 Health Assistant for an incoming student. Pre-school requested an additional 3 Social Workers to stay in compliance with the Pre-school Grant. The Committee was fine with all requests.

Sale of Personal Property – Technology – Move to full board.

New Business

Dr. Schmitt presented a memo requesting 3 additional case managers for the Supporting East Aurora Victims of Community Violence (SEAVCV) Grant. The Committee moved to the full board.

Closed Session – None.

The meeting adjourned at 7:32pm.