

Minutes

Building and Finance Committee June 18, 2018 - 7:00 PM

June 18, 2018 – Administration Center

The meeting was called to order at 7:00 p.m. by Susan Dalton, Board and Committee members in attendance for the meeting were: John Lavelle, Bob Hughes, Dave Keating, Tera Wagner, Jen Tyrrell, Kate Murphy-Peterson, Kathy Martinez, Steve Barstatis, Nicholas Graal, Arthur Osmelak, Richard Piatchek, Jackie Grove-McGann, Jim Duffy and Mike Hradek.

Public Comments: **None**

Building:

Capital Projects –

Major Project & Equipment Plan – Mr. Hughes presented the long-term capital project plan. There were no changes to the listing from the previous month.

Summer Project Update – Mr. Hughes updated the committee on the construction projects in progress this summer. All projects are proceeding within both the completion schedule and budget.

Maintenance/Cleaning -

LED Pool Lighting Project – Mr. Hughes shared with the committee that approximately six years ago the District started installing LED lights in our parking lots. When we first started, the fixtures were \$1,500.00 apiece and the poles were \$1,000.00. Since then the price has come down remarkably and we were able to get better discounts from our vendors and rebates from different organizations like ComEd.

Mr. Keating presented the LED Lighting project to the committee. He explained the current lighting in the pools would be replaced with LED lighting, which will be more economical to use. We will have better lighting and less fixtures and would be eligible for a bonus incentive for using lighting controls. The bonus incentive would be calculated based on the amount of energy saved by a controlled system.

Other/Policy –

Intergovernmental Agreement with Tinley Park – The District is working to update equipment in the Andrew building related to boosting the radio signal for first responders. The item being replaced is called a Bi-directional Amplifier (BDA). The total cost is expected to be around \$40,397.00. Half of this cost will be paid by Tinley Park with the other half being covered by the District. Around \$11,000.00 of our share will be covered by a grant from our liability insurance carrier and the remainder being covered from our O & M budget. This project is a priority as it involves security for



our building. Mr. Lavelle recommends that the School Board enter into the Intergovernmental Agreement between Tinley Park and the District for the installation of a new Bi-directional amplifier at Andrew High School.

Finance:

Budget/Finance –

Treasurer's Report – Mr. Lavelle presented the May monthly report. The District received revenues of \$3,428,971.29 and expenditures of \$11,192,460.70. The total fund balance as of May 31, 2018 was \$98,674,341.52. Mr. Lavelle pointed out that the general state aid (GSA) reflects 152% of the funds we should receive and of that amount, \$850,000.00 will be transferred and reflected in the O & M balance in accordance with the budget. GSA allows us to move money to multiple funds and we choose to put part of it in the O & M fund and part in the Educational fund. This will bring the fund to 134% which is still high due to the fact that the state is catching up on their categorical payments.

Financial Review, Charts and Cash Flow – Mr. Lavelle presented the financial reports for May. He shared with the committee that he will be moving ahead with our long term managed plan. The money will come out of a large amount of our savings deposit account to make these investments.

Budget Calendar – Mr. Lavelle presented the timeline requirements for the adoption of the fiscal year 2019 budget. Mr. Lavelle is confident that based on preliminary information and the performance of our current budget, we should have a balanced budget for FY19. At the June 28th Board meeting a date will be set for the public hearing which will be on September 27th at 7:00 pm at Andrew High School.

Financial Projections – Mr. Kevin Peronto, our Business Office intern, shared with the committee a view of the past five years, the current fiscal year and a projection of the next five years. As part of this presentation, Mr. Peronto shared what assumptions were used to come up with the future years as well as some vulnerabilities we will have to continue to watch. He also discussed the effect that local tax collections and the expiration of existing debt will have on the fund balance for FY18 and FY19.

Prevailing Wage – Mr. Lavelle presented the annual resolution of the Prevailing Wage that the Board is required to adopt at their June meeting. It is no longer required to publish this table of wages but instead a link will be provided on the District's website to the Illinois Department of Labor. Notice will still be published that the board adopted the prevailing wage resolution.



Update of State Funding Issues – Dr. Gay shared with the committee that Governor Rauner passed a balanced budget, a retirement salary cap is set at 3% and there will not be a property freeze nor a pension shift. It was also shared that a phased in \$40,000 minimum teachers wage will be imposed on schools over the next three years. Dr. Gay will keep the committee apprised of the topics at the State level.

Insurance – None

Transportation –

Transportation Performance Report – Mr. Lavelle presented the transportation performance report for May wherein on time performance was good.

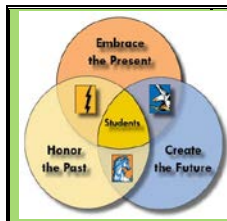
Other/Policy –

2018-2021 Cap and Gown Bid Results – Mr. Lavelle presented the committee with the results of the 2018-2021 Cap and Gown Bid. The bid was sent to six vendors and four sealed bids were received and opened on June 12, 2018. Jostens's was the lowest bidder with a cost of \$27.25 for the combined cap, gown, tassel and diplomas. We have worked with Jostens in the past and are satisfied that they will provide a quality product and excellent service. Recommendation will be presented to the Board for approval.

Surplus - Chromebooks – Mr. Lavelle shared with the committee that 60% of our seniors chose to purchase their chrome books at senior checkout. Due to the depreciating value of technology, the District would like to hold a special surplus event in June. The sale of approximately three hundred Dell Model CB1C13 Chromebooks, at a minimum bid price of \$25.00, was announced and is posted on the district web site. \$25 was the buy-out amount charged to our seniors.

Policies for First Reading – Dr. Gay presented the committee with the first readings of the District Policies, 4:20-Fund Balances, 4:80-Accounting and Audits and 4:140-Waiver of Student Fees in which required legal and language updates are being made. The policies will be brought to the School Board in June.

Policies for Second Reading – Dr. Gay presented the committee with the second reading of the District Policy, 4:30-Revnuue, Investments in which required legal, and language updates are being made. The policy will be brought to the School Board in June.



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Administrative Procedures and Exhibits – Mr. Lavelle presented the committee with the reading of the District's Administrative Procedures, 4:60-AP10-Third Party Non-Instructional Contracts, 4:80-AP-1-Administrative Checklist for Internal Controls, 4:80-AP2-Fraud, Waste and Abuse Awareness Program, 4:80-AP3-Accounting and Audits and 4:80-AP-4 Transfer of Equipment. At the start of the new school year Mr. Lavelle and Mrs. Wagner will go to the schools and talk to the cashiers regarding 4:80-AP-1 checklist for internal controls and will go over 4:80-AP-2, to assure people to come forward and report these incidents if they see them and know they will be acted on. The committee discussed and agreed to add a reference in 4:80-AP-2 wherein it will cross reference Policy #2:105, The Gift Ban Act.

Rescheduling the October B & F Meeting – Mr. Lavelle shared with the committee, due to scheduling conflicts, the Building and Finance meeting will be changed to Thursday, October 11, 2018 at 7:00 pm at the Administration Center.

The meeting adjourned at 8:15 PM. The next meeting will be August 20, 2018 at 7:00 pm at the Administration Center.
