

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
HELD MAY 20, 2019 AT THE EDUCATIONAL RESOURCE CENTER**

Ms. Wendy Schilling, Finance Chairperson, called the Finance Committee meeting to order at 6:30 p.m. Board Members present were Chris Coughlin, Marc Grote, Maura Kennedy, Amie Krummick, Linda Lucke, and Wendy Schilling. Board Members absent were Tom Vickers. Also present were Guy Schumacher, Kurt Valentin, Matt Barbini, Tom Bean, Cheryl Crenshaw, Dan Gilbert, Pam Imholz, Robin Kollman Smith, Chris Otto, Erik Youngman, and Peter Graves.

The April minutes were approved as written. Mr. Chris Coughlin made a motion to approve the minutes and Mr. Marc Grote seconded the motion. All voted in favor of the minutes.

Committee of the Whole

APPROVAL OF CHANGES TO POLICIES

The following Operational Services policies are up for approval tonight: 4:90 Activity Funds, 4:100 Insurance Management, 4:130 Free and Reduced Price Food Services, and 4:160 Environmental Quality of Buildings and Grounds. Dr. Bean had no questions from Board Members.

RECOGNIZING RETIRING STAFF

This is when the Board Members decide which retiree that they will read their resolution.

APPOINTMENT SCHOOL TREASURER

Dr. Kurt Valentin is the current school treasurer and this appointment is good for the 2019-2020 Fiscal Year.

AUDIT ENGAGEMENT LETTER

Evoy, Kamschute and Jacobs has submitted their Audit Engagement Letter for the 2018-2019 Fiscal Year audit. The audit fee has increased by \$200.00 to \$10,000.00 to perform the audit.

DEBT CERTIFICATES SERIES 2019

The Debt Certificates that are being issued tonight will allow the District to fix some HVAC issues, LED Lighting and complete all Life Safety items identified as A (must be fixed in one year) and B (must be fixed within 5 years). The maturity of the Debt Certificates coincides with the next Life Safety survey in ten years.

CEILING TILE REPLACEMENT – BUTTERFIELD

This project needed to be completed prior to the start of the HVAC project at Butterfield. The ceiling tile contains less than 1% product that needs to be removed by license contractors. This will allow for the HVAC project to remain on schedule. The low bidder was AKI Corporation in the amount of \$78,800.00 which includes removal of existing ceiling tile, painting existing grid work and installation of new ceiling tile. The District has negotiated a reduced ceiling tile cost through Grainger and will purchase tile directly.

ADLER, ROCKLAND AND HIGHLAND HVAC AND ADLER, COPELAND, ERC AND ROCKLAND LED PROJECTS

The Adler Rockland and Highland HVAC project low bidders was broken down as follows: Mechanical – AMS/PMT Mechanical \$1,317,147. Major Mechanical Equipment – York and Trane - \$290,672, Controls Upgrades – AB Controls \$533,274 , Electrical Upgrades – Electrical Incorporated \$212,688 and Plumbing Upgrades – Ernie Peterson Plumbing - \$427,491

The Adler, Copeland, ERC and Rockland LED project low bidders are LED Lighting labor – ECM \$275,237 and LED Lighting Fixtures – Etech \$456,807.

Project is currently under budget by \$1,429,000.

APPROVE OWNERS REP AGREEMENT

Graves Design Group is serving as Owners Representative over the Life Safety Survey items that are to be completed this summer. This agreement is 2% of the project total cost not to exceed \$120,000.

Finance Committee

TREASURER REPORT

The Treasurer's Report and Investment Report for April 2019 were reviewed by the Committee.

ACCOUNTS PAYABLE BILLS LIST

Board Members reviewed the May List of Bills. The accounts payable list totaled \$1,234,430.69; Imprest Fund totaled \$1,148.01, and March payrolls totaling \$1,862,664.00.

Other Items

BUDGET 2019-2020 – EDUCATION FUND 10

The Education Fund budget does not include any additional positions in the District. The biggest changes to the fund are the inclusion of the American Capital Chromebook lease and the Apple Computer Teacher Computer lease. Salaries have increased per the negotiated contract and all other salaries are budgeted to increase 3%. Fringe Benefits increases for health insurance are as follows: PPO 0.2%, HMO 8.6% and Dental 0.4%. The five year average increase for health insurance is PPO 2.1%, HMO 2.7% and Dental 1.0%. Purchased Services, Supplies/Materials and Capital Equipment have remained frozen at or below last year's budget.

PERSONNEL REPORT

Dr. Bean reviewed the Personnel Report and Dr. Matt Barbini highlighted the Technology Director search process.

LANGUAGE ARTS/SOCIAL STUDIES CURRICULUM

Dr. Youngman reviewed the Middle School Language Arts curriculum some which is over ten (10) years old. We have entered in to a three (3) years agreement with Houghton Mifflin for Language Arts hybrid program that has been field tested at Highland.

For Social Studies, Highland Middle School chose National Geographic for World (6th Grade) and United States History (7th and 8th Grade). We have bought access for the teachers for six (6) years. The classrooms will have books and the book is also available online.

The Board will be asked to approve this at the June Board Meeting.

The K-5 group is still looking at vendors and will be field testing another vendor next year for Social Studies.

SEL CURRICULUM

Dr. Otto provided the handout on how the process worked and proposal for SEL Curriculum. Part of the five (5) strategic plan is develop a SEL Curriculum aligned with State Standards. The first year was spent educating the committee on the need for SEL. The group picked Second Step for the K-5 Building.

BUILDINGS & GROUNDS

Mr. Gilbert showed what the dimming LED lights would be able to do.

DRAFT CAPITAL PLAN

Peter Graves is presenting the Draft Capital Plan for Adler School. This same format will be used to create the Draft Capital Plan for the rest of the buildings in the District.

Adjournment

Ms. Wendy Schilling, Finance Chairperson, adjourned the Finance Committee Meeting at 7:30 p.m.

Wendy Schilling, Finance Chairperson