

Finance Committee Minutes
September 30, 2010

Meeting was called to order at 6:30 a.m. at the Pana Unit Office Board Room

Chairman Metzger called the meeting to order.

Members present: Metzger, Foor, Beyers

Members absent:

Superintendent Present: Yes

Visitors: David Dively

The committee discussed the following:

1. *Approval of the Minutes from August 31, 2010.* Motion by Foor; Second by Beyers.
2. *Personnel Considerations* – Review of job description of Director of Building and Grounds/Transportation/Purchasing. Review of proposed schedule for Director of Buildings and Grounds. Total hours in schedule is 2,268. Position is exempt and salaried. Not subject to overtime regulations. Interview week prior to Oct. board meeting with recommendation at meeting.

Review of proposed salary package – salary range will be dependent on candidate's background, experience, etc. Minimum salary will be established at \$45,000 – plus benefits. Final salary dependent upon candidates credentials, experience, etc.

Administrative Assistant – Discussion regarding the addition of a 4 hour or 8 hour administrative assistant. Assistant would provide additional help at the Unit Office and Technology Assistant. Need to reduce overtime is position is added. Initial goal is to reduce overtime by 25% in year 1 and an additional 25%. Need to do cross training for payroll. Reasons for adding the administrative assistant include reduction of overtime and increase efficiencies in meeting the accountability requirements in state reporting.

3. *Other Financial Considerations* – Principal's salary – replacement for Mr. Nicolas. Will start process of finding a replacement after completing process for Director of Building and Grounds. Discussion of salary range for new principal. No decision was made. Discussion will continue at next meeting.

School Messenger – Offer to upgrade to include notifications for a variety of other events. Special pricing – Existing customers can upgrade for non-emergency at the rate of \$1.87 per student. (\$1,300). Decision to stay with the current emergency information system only

Tower Hill Bus Barn – Triple A Asbestos abatement bid is \$9,825. Our maintenance staff could demo the building. There will be costs for disposal. Triple A will charge \$12,925 for demolition of the building.

Two estimates were obtained on a new building. 45 x50 foot building. Finished building with concrete floor \$107,000. Longhorn - \$40,106. \$16,700 – insulation and lining. \$2,329 for bonding. Need to get additional information on replacement of building. Discussion of

other options: Fencing, Car port type structures, etc. Could pay for asbestos abatement with Life Safety funds.

Chiller at High School. Lighting strike in July caused damage to chiller. Technician that repaired the chiller may be responsible for causing significant damage to the chiller in the process. Surge protector damaged due to lighting strike. The system is currently being evaluated to determine extent of damage and who was at fault. McQuay rep has indicated that the chiller needs to be replaced. Recommended that we get a new unit. Jesse Tedrick is examining the system and has not indicated that at this time.

Considering a maintenance contract for the service of this equipment. Joe Tillman will help with the development of a maintenance contract.

Track resurfacing – will be a topic for a future meeting.

Motion to abate asbestos in bus garage at Jefferson – Beyers, Foor.

A motion was made by Beyers and seconded by Foor to adjourn the meeting of September 30, 2010 at 8:40.

Member

Member