

Finance Committee Meeting Minutes

The meeting was called to order at 1:15 p.m. on Dec. 7, 2015.

Present at the meeting were: Chair/Board Member: Dr. McCaskill

Administration: Dr. Adams, Mr. Chuck Givens (Interim B&G Director)

Community Members: Janiesa Owens, Parent & GSU Intern Student, Daryl Crudup, Community Member

Agenda Items:

District Contract – Current

Request by Dr. McCaskill to fill in the blanks as indicated on the template. Information missing included contract amounts for several companies listed. Can utilize quarterly and/or monthly averages to identify amounts. Requested information will be completed and template resubmitted for review to Finance Committee Members.

Bid Results

Results of Bid-Opening meeting held on Dec. 3 were presented. Two companies expressed interest in bidding for 21 Passenger Mini-Bus: Midwest Bus Sales, Inc. – no bid letter and Midwest Transit Equipment (\$57,273). Two companies participated in Bid-Opening Meeting for Skid Steer Tractor: McAllister Equipment Co. (\$41,996) and Westside Tractor Co. (\$59,010).

Work Order System

Administration shared quote for School Dude Maintenance Essentials Pro. Quote for \$5045.00.

Facility Usage Guidelines

Administration shared Community Relations Facilities Usage Application. Discussion ensued. Dr. McCaskill requested information from last year regarding Title-Purpose-Fee Charged to Agency and Fee collected from Participants. In addition, add to existing form, a brief explanation of Group 1 and 2.

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Gwendolyn Brooks Track

Discussion ensued. Interim Director confirmed that STR is not needed due to his previous experience with work on track. Contractor and Interim Director should be able to complete project. Pre-Bid documents need to be revisited to include appropriate work specifications.

Metasys System Upgrade

Interim Director, Mr. Givens provided information on the need to upgrade the existing system that is more than 25 years old. He described the system as essential in managing the heat control electronically.

Department Accounts

Dr. McCaskill requested that the bills list is updated to include Maintenance and Food Service in the same reporting format as school's activity accounts. Dr. McCaskill requested that the revised reporting documents for Food Service and Maintenance be shared with Finance Committee Members.

Building Inspections

Administration shared the dates for ISC4 Annual Life/Safety Inspections (Dec. 14 & 15).

Copiers

Tabled until Jan. 2016

Dr. McCaskill requested that "**Audits**" are placed on the Finance Agenda as a standing item until completed/addressed.

Meeting adjourned at 2:13 p.m.

Next meeting: Monday, January 11, 2015 at 1:00 PM

Respectfully submitted: Dr. Adams

Finance Committee Meeting (cont'd)

Action Items:

1. Approve the purchase of 21 Passenger Mini-Bus from Midwest Transit Equipment for \$57,273.
2. Approve the purchase of Skid Steer Tractor from McAllister Equipment Co. for \$41,996.
3. Approve the purchase of School Dude Maintenance Essentials Pro for \$5,045.
4. Remove STR from Brooks Track Project and put under the direction of Interim Director and Contractor for completion.