Finance Committee Meeting
Tuesday, February 2, 2021 || 4:00 PM
Via Zoom

**Members Present:** Todd Covault; Dan Oakes; Beth Nolan; Jeff Dase; and Superintendent Paul Fregeau

**Members Absent:** None

**Others Present:** Maurice Payne; Michelle Mitchell; Joe Caputo; Lisa Jones; Chrissy Petitt; Dr. Jay Marino; Phil Tapscott; Henry Walker; Maurice Payne; Beth Creighton; Michelle Dixson; Joanie Watson; Andrew Taylor; Denise Swarthout; and Maria Robertson

The meeting was called to order at 4:00PM. Meeting attendees were reminded that public participation is the only time non-committee members are able to participate. There was no public participation. Minutes from the December 1, 2020 meeting were approved by acclamation.

**Budget Control Groups**
- Lisa Jones explained the document that was provided was the Budget Control Groups for the Education Funds
  - Budgeted amounts for year; expenditures; over/under/percentage of total budget used up to this point
- Covault highlighted some of the groups
  - Superintendent’s Budget
    - Will be moving First Class Educators to Title II
  - Professional Development
    - 10% - light for this time of year
    - No conference travel due to pandemic
  - Robertson Charter School
    - Includes third payment of four payments
  - Textbook adoption
    - Percentage of budget used is light for this time of year
    - Adoption of textbooks typically happens at the beginning or end of year
  - Food Service
    - Offsetting revenues with increased expenses
    - More meals are being served than anticipated in budget
  - Athletic budgets
    - Not a lot of activity
  - Building Budgets
    - All are light

**Intergovernmental Agreement with City – Costs Related to Improvements of Sidewalks - Covault**
- City of Decatur and District are working together to ensure sidewalks are provided around Johns Hill block
- District will reimburse the City for half of the cost
  - District’s cost will not exceed $70,000
**BLDD Contract to Develop Gymnasium Floor Bids - Covault**
- Basketball courts at SDMS, Hope Academy, and Montessori Academy of Peace need to be refinished
- Bid documents will be developed by BLDD
- District estimates that the work for all three gyms will be under $250,000
  - Includes architectural design development and project oversight

**Food Service Updates - Covault**
- Administration is working on a contract extension for food service
  - Extension will be recommended to the Board at the second meeting in February or the first meeting in March once ISBE has released the renewal documents
- Lunch Monitor Contract
  - District attempting to weed away from part of contract and shift to teaching assistants within the building
  - Baum, Dennis, Montessori, and Johns Hill remaining next year
  - Recommendation to continue one year lunch monitor contract with Aramark for four buildings
- Summer Programs
  - Park District would like to have summer food service program
  - Too early to finalize
  - Aramark is able to deliver food to homes through June if pandemic continues
- Food Service Reserves
  - Made purchases to Johns Hill Cafeteria
  - Planning for other kitchen equipment expenses to food service reserves
    - Preliminary number for equipment going into new Johns Hill is $191,000
- District is looking at a better way to export Skyward student pictures to Nutrikids (Research Department working with Technology)
  - Also looking at options to get rid of manual entry for free/reduced

**Facility Related Projects Document discussed - Covault**
- Covault provided a document regarding Facility Related Projects
- Document outlines the following:
  - Current Projects
  - Awarded/Pending Start
  - Bid Projects Planning Phase – External Work
  - Planning Phase – Internal Work
  - Other Considerations

**Video Board Update – Phil Tapscott**
- Locations of video boards
  - Three at Stephen Decatur Middle School
  - One at Hope Academy
- Video Boards were installed 15 months ago
- Current issues
  - Pixilation
    - Chris Barnett, Blake Smith, Phil Tapscott – called manufacturer
    - System was reset and corrected pixilation
  - Adding Audio from aged/unused Promethean Boards
Transportation Updates – Henry Walker

- **Summer Teamsters**
  - Last year four temporary teamsters were hired
  - This year three temporary teamsters will be hired

- **Montessori Fire Dept – Dual Response**
  - City of Decatur and Long Creek Township are both responders
  - Administration wants to remove Long Creek fire department to eliminate dual service confusion
  - City of Decatur has more substantial equipment for servicing
  - Request needs to come from District not the City
  - Henry Walker is working on draft request proposal to give to the District’s Attorney to review to remove Long Creek Fire Department from responding

- **Current Status of Feeding Students**
  - Delivering meals four days a week (Thursday through Friday)
  - Transportation routing for 5,869 DPS students delivering six meals per student weekly.
  - Aramark is serving 6,200 boxes each week (each box contains 10 meals). This includes meals for Tech and Robertson Charter students.

- **Routing for return to school**
  - Transportation Department working on routing for in-person learning
  - Students will be divided into A/B groups to be safely transported
    - IDPH guidelines and social distancing will be followed
  - Currently enough drivers for students currently routed
  - If there is a significant surge, obtaining drivers might be a problem
  - Committee Question:
    - How much lead time does All Town need if District needs to add a bunch of routes?
      - Depends on how we are trying to do it
      - Asking Principals/Secretaries to send Henry a list as kids opt in
      - Major changes or revamps could take 2-3 weeks to work out kinks and scenarios

- **Routing for FY2022**
  - Once boundaries are defined, transportation will update routing system
  - New hazard areas, if any, will be reviewed

- **Alltown Amended Contract for FY2021**
  - Transportation plans to submit amended contract for 2021 at February 9th Board meeting

- **Alltown Contract Extension for FY2022**
  - An interest has been expressed in working on extension
  - Extension has not been submitted to date

- **Transportation Contract Biding for FY2022**
  - Finished process of working on bid packet today (February 2)
  - Plan to put bid advertisement in Herald and Review on Friday, February 5
  - Committee Member Nolan stated that the bidding is premature and to wait to place ad for bidding until after Board meeting on February 3
    - Board needs to have a conversation in full not at a finance meeting
  - Henry Walker will recall the bid until after the February 3 Board meeting

- **SRO Contract Review**
  - District has until May 15 to opt out of existing agreement
  - Current SRO’s were reassigned to Juvenile Detective Unit
  - Each SRO is working with students that are at buildings that they work with to have connections with the students and occasionally checking in with building principals
  - Committee Member Nolan asked if the District is currently paying the city for the SRO’s.
- Yes
- Edulog/Skyward – Routes Information Sharing
  - Transportation and Data working together to get a system in place to share data between systems
  - Currently, a substantial amount of data is entered manually
  - Working on a way to get both systems, Edulog/Skyward, talking

**Updates – Maurice Payne**

- District Firewall/Filter
  - Board approved purchase
  - Erate funds used
  - Tentative spring break implementation timeframe
  - Maintain previous firewall on standby
- Status of Access Points
  - Started with Erate funds
  - Did not have enough funds to purchase access points for each high school
  - For upcoming Erate cycle have funds to complete purchase
- Inoperable Cameras
  - Security System
    - More proactive
    - Simplified search
    - All District buildings
  - High School Camera System
    - Communication issues
    - Random issues
    - POE issues for each camera
- IP Intercom Systems
  - Installed at Montessori
  - Talk back feature between office and classroom needs attention
  - Integrates well with VOIP phones throughout the District
  - Served as model to replicate for SDMS and Hope Academy
- District Fiber Project with City
  - District received a grant for $600,000 from the State to connect to the school buildings to the City’s fiber ring
  - State has another initiative to provide free fiber ring to educational institutes
    - Grant has been submitted to the State
    - Montessori, Baum, and South Shores (outliers) not included in grant
    - PDI/Keil not included in grant, minimal cost to connect
- Marquee Interfaces
  - Interfaces connect through ATT cell network
  - IT installs software on computers at each building
  - Maria Robertson will coordinate training in buildings for signs
- Maurice Payne reported on the five high school interns that have been working with the IT Department
  - Interns have been great to work with
  - Helped with processing iPads
  - Helped with Classroom Quality Checks

**Update – Joe Caputo**

- Athletic Budget will be presented at the April Board meeting
• Uniforms
  o Majority of funds spent will be for JV volleyball uniforms ($6,000)
  o Elementary T-shirts with new names of buildings ($300)
  o T-shirts for possible chess pilot ($1,800 – $2,000)
  o Coaching stipends (schedule B)
  o Chess supplies, clocks, etc. (estimated $14,000)
• American Dreamer
  o Adding 8th grade division with associated coaches, basketball and volleyball (estimated $9,000)
• Wrestling Pilot
  o Two assistant coaches to work with program ($750/coach = $1500)
• IESA Wrestling fees (estimated $420)
• Total Approximately $31,000
• SDMS Fence
  o Baseball/softball/football fields
• Leadership Planning
  o Planning a transition year for Joe Caputo

**Updates – Mary Ann Schloz**

• Finalizing Bond
  o 2.72% effective rate
  o Excellent Rate
  o Abate working cash to Site and Construction
    ▪ Second Board meeting in February
    ▪ Expect to receive funds on February 18th
  o Title I and Summer School
    ▪ Substantial available funds for summer school and extended learning
  o Cares Act 1
    ▪ $5 million
    ▪ Expended all but $1 million
    ▪ Used mainly for technology (student devices, teacher devices, marquees etc.) Working with IT department to make sure all expense are accounted
  o Cares Act Extension
    ▪ $450,000
    ▪ Used for student devices and Wi-Fi
    ▪ Finished out grant and all has been spent
  o Cares Act 2
    ▪ No specific guidance at this time
    ▪ Expecting $20 million with similar parameters from Cares Act 1
    ▪ Hopeful to expense HVAC systems
  o Cares Act Biden
    ▪ Current discussion in Congress
    ▪ Not yet law
  o Wages/Benefits
    ▪ Covault mentoring Schloz with Admin and Admin support schedules
    ▪ Updating Handbook based on Policy Committee discussions

**Updates – Joanie Watson**

• Maintenance Vans
  o Requested three additional cargo vans to replace aging vans
Out for bid now
Old vans will be placed in auction

- Dump Truck
  - Seeking bids for a dump truck with a spreader and plow attachment
  - Bids are due back on February 17th

- Teamster Vans
  - Aging vans to transport students for sports or special events
  - Bid are out for two, eight passenger vans

- Food Service Truck
  - No need for replacements at this time
  - Several food service trucks that need to go to auction

- B&G Hydraulic Lift for vehicle repairs
  - Needs to be replaced
  - Quotes were received, over $100,000
  - Working with BLDD to write bid specs
    - Structural issues within a building
    - Needs related building permit

- Auctions
  - A log of surplus items from buildings closures
  - Southeast auction will be held in mid-April
  - Move Annex items to Southeast clear our space to keep newest/best
  - Second auction at Oak Grove will be sometime in July

- Dumpster Placements
  - Purchasing has contacted Advanced Disposal
  - Dumpsters will be placed at Stevenson, Johns Hill and Oak Grove for their needs with emptying the schools
  - First of March, prior to Spring break

- Fence Project
  - Purchasing Department is working with Joe Caputo to help with bidding process

- PPE Additions to Warehouse Stock
  - District purchased a lot of PPE this year
  - PPE has been divided within the schools
  - PPE is housed in the warehouse where Secretaries can order items at no cost
    - Purchased with CARES act funds

Adjourn at 5:02 PM