

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

Updates – Mary Ann Schloz

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

Updates – Joanie Watson

- Maintenance Vans
 - 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