

Finance Committee Meeting
Tuesday, June 05, 2018 | 1:00 PM
Keil Administration Building | Third Floor Conference Room

Members Present: Brian Hodges; Todd Covault; Beth Nolan; Michael Dugan; Paul Fregeau and Bobbi Williams

Others Present: Charlotte Thompson; Josh Peters; Rhonda Thornton; Paula Busboom; Scot Gregory; and Lawrence Trimble

Meeting called to order at 1:00 PM.

Public Participation

Paula Busboom, President Decatur Federation of Teaching Assistants

- Mrs. Busboom asked if there is an increased number of lunch monitors from the past year. Her reason for asking has to do with no longer having APR Assistants. What is the District going to do for coverage to take the place of the APR Assistants?
- Mrs. Busboom asked if the flexible seating agenda item is only for special education students / only for cross categorical classrooms / or for classrooms for which special education students have “home” rooms.
- Mrs. Busboom brought up the IRS audit agenda item from the May 1, 2018 finance committee meeting. Mrs. Busboom stated that she was able to have a conversation with Danny Reynolds (Consociate / Dansig) about why the notifications regarding the Flexible Spending Accounts (FSA) from Consociate are going to the District’s junk email and are not being mailed to employee’s homes. Mrs. Busboom asked why employees have to provide documentation for everything that they use their FSA for on the medical side. Mrs. Busboom reported that Mr. Reynolds stated that it is because of the IRS. Mrs. Busboom stated that moving forward, if the District chooses a different FSA provider, the District should be careful as they will have to deal with the same type IRS issues with any FSA provider. Mrs. Busboom also asked if the District could change parameters on the emails from Consociate not being filtered.

Minutes

The minutes from the May 01, 2018 meeting were approved by acclamation.

Alternate School Food Authority (SFA) Arrangement Application

- Futures and Milligan programs were added to the District’s CEP program during FY18
- ISBE allowed the programs to be under CEP program this year
- To continue the program ISBE needs a signed agreement from the District and the Regional Office of Education
- The SFA agreement is for one (1) year
- The agreement will be recommended at the June 12th Board meeting for approval

Lunch Monitor Contract

- Three (3) years ago the Board entered into a five (5) year agreement with food service to provide lunch monitors
- FY19 will be the third year of the renewal
- The renewal is based upon CPI Food Away From Home

Policies

- Two (2) Board review policies

- 2:230 – Public Participation
 - Changed five (5) minutes to three (3) minutes
- 5:180 – Temporary Illness or Temporary Incapacity
 - Counsel recommends keeping policy as is to align with PRESS (90 days)
- Reference Updates
 - Four (4) polices with legal and or cross references updated
- Grammar Updates
 - Four (4) policies with abbreviations, updated policy names, etc. added
 - 6:220 – Bring Your Own Technology
 - Dr. Fregeau questioned why the District has this policy
- Minor Policy Updates
 - Two (2) policies with minor updates
 - 4:80 – Accounting and Audits
 - If the intent is for only the high schools to have \$5,000 for petty cash due to the Athletic Directors issuing checks to referees, should this be clarified in the policy?
 - Policy will be further discussed
 - 6:60 – Curriculum Content
 - Language added regarding cursive instruction in third grade
 - Question was asked about fourth graders being grandfathered in
 - Check with counsel and have further discussion on policy
- Significant Policy Changes
 - Ten policies with significant changes
 - 4:110 - Transportation
 - Daycare language was questioned
 - Policy will be further discussed
 - 4:170 – Safety
 - Dr. Fregeau questioned the District being AED compliant for District events
 - Lawrence Trimble to check with Angie Wetzel
 - Policy will be further discussed
 - 5:220 – Substitute Teachers
 - Committee suggested adding language - “Period stipulated by state statute”
 - Policy will be further discussed
 - 6:135 – Accelerated Placement Program
 - New recommended policy
 - Policy will be further discussed
 - 6:240 – Field Trips
 - PRESS recommends language that would require out-of-state trips to be approved by the Board
 - Administration recommends maintaining the existing policy with Superintendent’s approval
 - Policy will be further discussed
 - 6:280 – Grading and Promotion
 - Significant work to be done on this policy
 - Policy will be further discussed
 - Policy will not be ready for a first read at the June 12th Board meeting

- 7:50 – School Admissions and Student Transfers To and From Non-District Schools
 - Policy refers back to 6:135 (new policy)
 - Policy will be further discussed

Five Year Financial Projections

- 38% behind being adequate
- Narrative and charts presented to committee

Flexible Seating Furniture Bid Results

- Illinois State University Decatur Teacher Education Pipeline (ISU DTEP) providing funds for flexible learning
- Number of classrooms (5 elementary cross-cat classrooms) identified
- Opportunity to bid was publicly advertised per Board Policy 4:60
 - Lincoln Office has low bid (\$30,534.76)
- Item will be recommended at June 12th meeting for approval

Personnel Wellness Program

- District created personnel wellness committee with intent of getting money back
- Encouraged employees to get blood draw
 - 50% participation was achieved and District received a refund check in the amount of \$77,000
- Phase 2 – Create Personnel Wellness Committee
 - Survey sent to employees
 - Walking challenge for summer sent to employees
 - District met requirements and should receive an additional quarter of a percent (0.25%) back (approximately \$38,000)

Annual Investment Report

- Annual report that Treasurer takes to the Board to report where money resides
 - Item will be recommended at June 12th meeting for approval

Workers Compensation Insurance

- Covault does not enough information at this time to make recommendation on moving from self-insured workers compensation insurance to fully insured workers compensation insurance
 - Prairie State Insurance Cooperative (PSIC) quoted \$888,000 for being fully insured
 - Prior Carrier years have ranged from \$400,000-\$500,000 for being self-insured
 - Not including stop loss (excess) insurance
- Consociate (current Broker) is currently pricing stop loss (excess) insurance for workers compensation
- PSIC will also submit pricing for stop loss (excess) insurance for workers compensation
 - Since the District is self-insured for workers compensation, stop loss (excess) insurance has to be purchased annually

Appraisal Results

- District is required under current property casualty insurance program to obtain an appraisal every 10 years
- District obtained three (3) quotes and Industrial Appraisal was the lowest quote (\$22,680)
 - District receives a discount from Industrial Appraisal for being part of the Prairie State Insurance Cooperative (PSIC)

- Industrial Appraisal has been the District's appraisal company for the past several years

Meeting adjourned at 2:20PM