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## FINANCE & FACILITIES MEETING MINUTES

Thursday, April 2, 2020

Committee Members: Ray Egbert, Chair  
Laura Simon, Carol Hample, Tom Wallace

Administrative Staff: Dr. Jonathan Hart, Superintendent  
Jason Bohm, SBA/Board Secretary  
Don Race, Facilities Manager (Items 1 – 3)

### 1. Building Sanitation

- a. The buildings have been cleaned and sanitized. Supply deliveries are on a limited basis. Bus staff come thru the exterior door to the kitchens to pick up the food. Signage will be posted at the playgrounds that play surfaces are closed.

### 2. 2020-2021 Capital Projects

- a. The TBS boiler project bids were opened on March 27<sup>th</sup>. The lowest bid was \$385,624 by Unitemp. The budget will need adjusted as the winning bid is \$15,000 more than the budgeted amount. The project is expected to begin before this school year ends and be completed by the end of August. The Committee is recommending approval.
- b. The HBS roof project bid was advertised on April 1<sup>st</sup> and the bid opening is to occur on April 21<sup>st</sup>. The anticipated Board approval would occur on April 28<sup>th</sup>. Any bid walkthroughs will be by appointment only and only exterior access to the roof will be given. The project is expected to begin this summer.
- c. The application for the Securing Our Children's Future Bond Act grant is almost completed. There is no recommendation currently.

### 3. Meal Delivery to Free/Reduced Students

Students on free/reduced status are receiving prepackaged meals during the school closure.

### 4. Payments to Vendors

Vendor payments are being made twice per month with the focus being on large payments with a potential late fee. If no services are being performed, no payments are being made.

### 5. Preschool Payments

Preschool payment and withdraw options discussed. The preschool curriculum is being continued online similar the other grades.

### 6. Substitutes

- a. HBS vs. Other Schools  
The Committee reviewed the fill rates which is the percentage of coverage by substitute teachers when a teacher is absent. The HBS fill rate is lower than the other schools and processes are being reviewed to increase the HBS percentage.

- b. The Committee reviewed substitute rates compared to surrounding districts. There is no recommendation currently.
- c. The Committee reviewed the minimum wage rate change for January 2021. This will raise the wage rates of certain clerical aides/secretaries. There is no recommendation currently.

## **7. Budget Update**

- a. Sent to County on March 20, 2020. Minor comments were received.
- b. Vote on Final Budget to occur on April 28, 2020.
- c. Budget Newspaper Article to be submitted May 2020. This will be in lieu of the budget postcard.
- d. Legislation/Coronavirus Impact (Health Benefits, Township Remittance, State Aid/Reserves)
  - i. There is tentative State legislation that could become law that would affect the State Health Benefit Plan. New employees would be required to sign up for one of two new plans. This new legislation is being monitored for the effects of the District's health plans.
  - ii. There is tentative State legislation that would allow Townships to withhold tax funds collected on the behalf of the School Districts. The Committee sees this as detriment to the District. A letter will be drafted and sent to the District's legislator. A Resolution will also be drafted and sent to the District's legislator. The Committee is recommending approval of the Resolution.
  - iii. The Committee briefly discussed the possibility of lower State Aid amounts due in future years based on current events. No recommendation currently.

## **8. Finance Agenda Items**

The Finance agenda items are normal in nature or have been explained above. The Committee is recommending approval of all items.

## **9. Bills List**

The Bills List are normal in nature. The Committee is recommending approval.

## **10. Next meeting is scheduled for May 4, 2020 at 8:30 a.m.**