



FINANCE & FACILITIES MEETING MINUTES

Monday, September 16, 2019

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. 2019-20 Capital Projects –

a. Vestibules

- i. The Committee reviewed progress on the vestibule doors
- ii. The Committee reviewed the status of receiving the Maglock hardware.
- iii. The Committee discussed a potential need for Change Order #6 related to overtime to install the Maglock hardware.

Change order #7 is needed for additional safety film and labor to install the safety film on the windows next to the pass thru windows at each school. This was error on the architect's behalf. The additional cost is \$1,654.70. The Committee recommends approval of the change order.

- iv. Afterschool Activities/Punchcode system – A system is planned to be piloted at HBS, WHS, or TBS to install a punchcode box to allow access to after school/weekend groups. This will allow for oversight and monitoring of community groups to use the school facilities for enhanced security.

b. The IT equipment project related to the firewall has been completed.

- c. The TBS condensate tank ordered in July has not been received. This is custom made tank which was expected to take time to receive. Mr. Race assured the Committee that the heat could still be turned on in October with the current tank.

d. Maintenance Projects

- i. TBS parking lot – The Committee reviewed an email from Edwards Engineering Group that confirmed a French drain would be the best option to mitigate the drainage issues at the TBS parking lot. The Committee is recommending starting the project with De Sapio Construction which has already provided the lowest quote.
- ii. Other Projects
The Committee reviewed the Maintenance project list of completed projects and on-going Projects.

2. 2018-2019 Capital Projects

- a. Your Way Construction/RMS stairs – As previously discussed, the remaining paperwork has been received from the contractor and this project can be officially closed once final documentation has been received from the architect.

3. School Safety Specialists

The Committee reviewed School Safety Specialist assignments.

4. The Willows at Nelson Street - PILOT

The Committee reviewed an overview of PILOT (Payment in Lieu of Taxes) programs.

5. Substitutes / Non-Regularly Employed Workers and Sick Time

The recommendation is to review the District policy concerning this issue.

6. Payroll Verification and Health Dependent Verification

The Committee reviewed state mandated verification of payroll check distribution language. School Districts are required every three years to verify payroll distribution matches each employee's ID. Mr. Bohm will be completing this verification during this school year.

The Committee reviewed the recommendation to perform a Health Dependent Verification. The Committee recommendation is to not perform this verification at this time.

7. Finance Agenda Items

Items are normal in nature except for the following.

- a. The Committee recommends approval of a nurse agreement for a special-needs student.
- b. The Committee recommends approval for a \$205 transfer of Title III funds related to Clinton School District.

8. Bills List

The List contains standard items.

9. Next meeting is scheduled for October 11, 2019 at 8:30 a.m.