

Manteno CUSD No. 5
Finance Committee Meeting
Tuesday, May 23, 2017 @ 5:00 p.m.
Manteno High School – 443 N. Maple Street
Minutes

I. Old Business

A. State Revenue Update – FRIS

At the current moment the state owes \$2,199,166 for Project Year FY17 Categorical Payments.
At this time last year the state owed \$50,155 in FY16 Categorical Payments.

B. Buildings and Grounds Update

Aires Consulting

In order to comply with the Lead Water Testing mandate from the state we will utilize Aires Consulting, a division of our insurance company. Aires is still waiting for Illinois Department of Public Health to rule on our EC wing for testing, but they doubt it will need to be tested. Cost for testing the ES, MS, and HS is \$4,424 (if the EC wing needs test the total cost is \$5,522). They are slated to start Wednesday, May 31st.

It was recommended to approve Aires Consulting to complete water testing in the three buildings for an amount not to exceed \$5,522 as presented.

C. Technology Update

Visitor Management Software

We have been having trouble with our Raptor Visitor Management system all year. We looked at alternatives and determined School Gate Guardian was a superior product that would meet our needs. Total implementation cost would be \$5,790. After the first year it would be \$465/building to renew, \$1,395 total (Currently Raptor is \$1,485 per year).

It was recommended to approve School Gate Guardian as our Visitor Management Software in the amount of \$5,790 as presented.

True Time Skyward Module

Tom, Stephanie, Jake, and Julie sat in on a Skyward Demo of their True Time module. This module allows the district to track hours of time clock employees. This will aid the district in compliance with ACA mandates/reporting and will facilitate payroll with tracking hourly timesheets. Initial cost of implementation is \$10,113 which is inclusive of \$1,828 annual license fee. After this year the annual license fee will increase to \$4,673. This purchase is within the Technology Department budget. We also have the option to incorporate this as part of FY18 budget.

It was recommended to approve the purchase of Skyward True Time Module in the amount of \$10,113 as presented.

II. New Business

A. Funds Transfer

ISBE Budget requirements state that a Fund cannot start the year with a negative balance. There may be the need to transfer funds from working cash to another fund to zero out the fund. This year we do not anticipate any fund ending the year with a negative balance. Recommended Motion: BE IT HEREBY MOVED that the Board of Education approve a Permanent Working Cash Fund transfer to any fund with a negative balance as of June 30, 2017 as discussed at the Finance Committee on May 23, 2017.

It was recommended to approve a Permanent Working Cash Fund transfer to any fund with a negative balance as of June 30, 2017 as discussed at the Finance Committee on May 23, 2017 as presented.

B. Interest Earnings Resolution

The Illinois State Board of Education has implemented a rule limiting the power to transfer interest between school district funds. Section 10-22.44 of the School Code allows school boards to freely transfer interest accruing on any district fund (except Tort Immunity, IMRF, Life Safety, and Capital Improvements) to any other district fund. But newly adopted ISBE rule 100.50 of Title 23 of the Illinois Administrative Code provides: "Unless otherwise provided by statute or specified by board resolution adopted prior to June 30 of a fiscal year, interest earnings shall be added to and become part of principal as of June 30 of the fiscal year." This rule first went into effect for the 2008-09 fiscal year. Therefore, beginning now, in order to preserve our option to transfer interest accrued on one fund to another fund, the Board will have to act at least once a year by doing one or both of the following: (1) pass a resolution transferring interest; or (2) pass a resolution designating interest accruing during the current fiscal year and all interest from prior years to still be interest going into the next fiscal year. The Resolution at the May Regular Board meeting will do both.

It was recommended to approve the Interest Earnings Resolution.

C. IKAN Regional Alternative Attendance Center Intergovernmental Agreement

We are eligible for 6 slots at \$1,600 per slot (\$100 increase over last year). RAAC is an alternative school program through the regional office for disruptive youth who would have otherwise been removed from school because they have disrupted the education program.

It was recommended to accept a 3% increase for non-certified staff as presented

D. Tax Distribution Calendar

Schedule of when taxes will be distributed next year.

E. Y Kids Lease Agreement

This is done every year. The agreement is the same as last year.

It was recommended to approve the Y Kids lease agreement for the 17-18 school year.

F. Audiology Service Agreement

This is a one year agreement with Riverside Medical Center for staffing in support of audiology services. There is a \$10 per hour increase over last year.

Recommendation is to approve the agreement with Riverside as presented.

G. DSEB Resolutions

Per Counsel, these resolutions are a supplemental tax levy resolution and a resolution certifying the District's debt service extension base requesting the release of the reserve fund. The first resolution authorizes a supplemental tax levy to pay certain of the District's outstanding limited bonds. The second resolution certifies the increase in the District's debt service extension base to Amalgamated Bank of Chicago pursuant to the Escrow and Reserve Fund Agreement and requesting the release to the District by such bank of moneys held in the trust fund account established pursuant to the agreement.

It was recommended to approve the Supplemental Tax Levy Resolution and the Certification of DESB Release of Funds Resolution as presented.

H. Student Fee Waiver Policy

After meeting with Lynn Davis, HS Admin Assistants, and Administrative Team we are looking to streamline our fee waiver process. This revised policy should reduce the confusion in our current practice. This policy was reviewed and revised by Canna and Canna in accordance with ISBE guidelines.

It was recommended to approve the revised Student Fee Waiver Policy for 1st reading by the full board as presented.

III. Review Finance Packet for May 23, 2017 Board Meeting

Summary of Cash/Investment/Fund Balances Report
Revenue/Expenditure Summary Report
Revenue/Expenditure Budget Report
Cost Analysis – Education; Cost Analysis – O&M
Food Service Report
O&M Gas & Electric Expenditure Report
Payroll Extras Report
Impress Check Report
Accounts Payable Report
ISDLAF Report
Activity Account Reports

IV. Additional Items

Surplus Items at the MS.

V. Future Items

Administrative Wages and Contracts
Treasurer Bond
CLIC Renewal
Fuel Bid
Therapy Care
Public Consulting Group
Aimsweb Service Agreement

Committee Members

Patrick Mallaney, Chairman
David Conrad, MS Principal
Kevin Crosby, MEA Representative
Joe Emerson
Andy Furbee, Sp Education Director
Matthew Glenn, ES Principal
Joe Grant

Lisa Harrod, Superintendent
Jake Emerson, Business Manager
Jennifer O'Reilly, MEA President
Roger Schnitzler, HS Principal
Mary Schubert, Board Member
Mark Stauffenberg, Ex Officio
Matt Jackson, Board Member