



**PEOTONE BOARD OF EDUCATION
FINANCE COMMITTEE MEETING MINUTES OF TUESDAY, SEPTEMBER 7, 2021
CONNOR SHAW CENTER - CONFERENCE ROOM**

CALL TO ORDER:

At 8:40 a.m. President Robinson called the meeting to order and requested all present to please stand and recite the Pledge of Allegiance. A roll call was taken and the following Finance committee board members answered aye (2): Mr. Richard Uthe, and Mrs. Tara Robinson.

ALSO PRESENT:

Mr. Steve Stein, Mr. Trevor Moore, and Mrs. Cathy Cuculich.

VISITORS' LOG:

No one signed the Visitors' Log.

OPPORTUNITY TO SPEAK:

No one signed in to Speak at the Finance Committee Meeting.

ACCEPTANCE OF THE PRIOR MEETING MINUTES:

Mrs. Robinson asked for a motion to approve and accept the minutes Monday, May 10, 2021, Finance Committee meeting. Mr. Uthe made a motion and Mrs. Robinson seconded the motion, and on a roll call vote, the following Finance committee board members answered aye (2), Mrs. Robinson, Mr. Uthe and no nays.

FINANCE COMMITTEE DISCUSSION:

Forecast5 Annual Schedule and Stories Available:

Mr. Moore discussed with the Finance Committee some new presentations Forecast5 can prepare using their software platform. Mr. Moore gave a brief overview of the some of these presentations and asked for feedback on whether the Board would like to have more regular financial updates. The finance committee asked Mr. Moore to review everything available in Forecast5 and suggested that he use his judgement on when there is interesting financial information that can be presented to the Board at a regular board meeting. Setting a consistent schedule for financial presentations isn't something that needs to be planned at this time.

Time Clock for Hourly Staff:

Mr. Moore discussed with the Finance Committee members about investing in an electronic time clock for hourly staff to punch in and out at the beginning of the day, lunch breaks, and at the end of the day. Mr. Moore explained that the systems that we

are currently using in the business office, are SDS and AESOP which do have applications that can be used as a time clock, but there would be some additional costs involved to get the time clock application through SDS and AESOP. Some of these might be software costs, but both would require hardware investments to make this possible.

Mr. Moore reported that having a time clock in place would help with streamlining the payroll process. Right now, payroll involves hourly staff turning in time sheets which need to be reviewed and calculated by payroll. Additionally, they can be useful for tracking actual hours worked for Affordable Care Act health insurance laws. The Finance Committee members discussed with Mr. Moore and Mr. Stein the different software and applications that are available for installing time clocks for the District. Mr. Moore will work with the technology department to explore the best option to implement for next school year.

Stipend PHS Athletic Department Secretary:

Mr. Stein discussed with the Finance Committee the possibility of creating a stipend position for an Assistant to the Athletic Director at the high school. It is estimated that the athletic director's secretary usually spends around an hour a day for the athletic department. Mr. Moore, Mr. Stein and the Finance committee members discussed an appropriate stipend amount for this position and recommended it go to the full Board for approval at the next meeting.

Roofing Inspection Plan Costs:

Mr. Moore discussed with the Finance Committee members, the two different roofing assessment plans proposals that he received from Andy Carr of Anthony Roofing. Mr. Moore reported to the Finance committee members that having a roof assessment maintenance plan in place for all the buildings would be proactive on our part to prolong the life of our roofs, and to know when we need to repair or replace the roofs. The Finance committee discussed in length with Mr. Moore and Mr. Stein which option would better fit with our District's needs based on the two different programs and the associated costs. The Committee agreed to take this approval to the full Board at the next meeting.

Preliminary Budget for PJHS Flooring:

Mr. Moore discussed with the Finance Committee members the preliminary budget for the abatement of the flooring at PJHS. The abatement project breakdown of this project is Main Office, Band/Stage/Room 112 and the 2nd Floor Classrooms including the stairwell and the 1st Floor IT Room. The total PJHS abatement management project will be \$290,800.50. Additional costs are still TBD as we explore flooring options and installation.

Update on Audit and the Audit Presentation:

Mr. Moore reported to the Committee that we will soon receive the Audit from the Auditors and he doesn't expect there to be any findings. The auditors reported that all was good with the accounting of the business office. Mr. Moore reported that John will

present the audit to the Board at the October's board meeting. Mr. Moore will confirm with John about the presentation.

Other:

The Finance Committee members had an open discussion with Mr. Stein and Mr. Moore regarding air conditioning for buildings who currently do not have central air or separate air conditioning units with Mr. Moore and Mr. Stein. The decision was made to talk to the architects about how much it would cost to have a feasibility study performed to determine the necessary electrical load and improvements that would need to be made. Once the cost of such a study is known, the Board will have the opportunity to decide if they want to proceed with the analysis.

ADJOURNMENT:

At 9:45 a.m. Mrs. Robinson asked for a motion to adjourn the Finance Committee meeting. Mr. Uthe made a motion and Mrs. Robinson seconded the motion and on a roll call vote, the following committee members answered aye (2): Mr. Uthe, Mrs. Robinson, and no nays. The Finance Committee meeting was adjourned.



Tara Robinson, President



Cathy Cuculich, Reporter