

M I N U T E S
Mason Consolidated Schools
Meeting of the Board of Education

Pending Approval 1/4/18
December 7, 2017

Finance / Facilities Meeting

On December 7, 2017, the Mason Consolidated Schools Finance / Facilities Committee held a meeting in the Superintendent's Office at Mason High School. Chandra Fowler called the meeting to order at approximately 8:41 a.m.

Committee Members Present: Fowler, McGarry & Stieben
Committee Members Absent:
Also Present: Shaw & Strick

REVIEW/APPROVAL OF AGENDA

-It was moved by McGarry supported by Stieben to approve the agenda,

MONTHLY ITEMS

(These are standing monthly items that may or may not be updated or reviewed each month)

Review of minutes from November 9, 2017 Finance & Facilities Meeting
-Minutes were reviewed with no changes

November 2017 Check Register
-There were questions regarding the following check numbers for Start Auto Parts:
61154, 61155, 61156, 61157

Sinking Fund Financial Report
-There were no questions

Special Projects Finance Report
-Ms. Strick reported that the lockers and camera system were added.

Board Financial Report
-Ms. Strick reported that the report is through October 30, 2017. This is the first month that shows a state aid payment so there is information under year to date. Percentage differences in the various categories were reviewed.

Tax Report
-No report

Sinking Fund Projects Update
-Mr. Shaw reported that with Kohler, we will be able to close out the projects from this year. Final inspections were done for electrical and the site lighting. We received confirmation from the state that the windows can be replaced on the portables and the heating units can also be replaced. We will be required to pull building permits for these. The sinking fund oversight committee will present a list of accomplishments and new projects for next year at the December 20th committee meeting. The sinking fund website is being updated with pictures and items accomplished each year. The problems with the boilers and heating in the high school building will need to be discussed as a new item to consider in the future. There was a drain backup by the boys' locker room and into the wrestling room. The asbestos tile in that room had to be removed. It was replaced with a raised subfloor to allow circulation underneath. There was also a major steam leak in the tunnels by the stage. The steam caused the ceilings in the dressing and changing rooms to come down. These were also asbestos tiles. The ceilings and floors will be replaced over Christmas break. These rooms have been sealed up in the meantime. The money will have to be counted for out of this fiscal year's sinking fund allotment.

Special Projects Update

-Mr. Shaw reported that additional item E in new business is related to Special Projects. Nothing else to report.

Finance Director Report

-No Report

NEW BUSINESS

High School Locker Room Change Order

-Mr. Shaw reported that while doing the updates a major leak was discovered in the ductwork for the air conditioning feeding the music room. The duct and the ceiling were fixed. Mr. Shaw also reviewed all the updates done in the locker rooms. Mixing valves should have been included on the original scope of work and needed to be replaced in both locker rooms. This also increased the costs of the work done. These types of additional expenses will be reported to the Board in a timelier manner going forward. The total for the change order was \$28,670.00. Adding a contingency fund for these type of unexpected repairs and costs was discussed.

Luna Pier Property

-Mr. Shaw reported that the appraiser will be at the next Board of Education Meeting to present his findings. The Board can then determine the selling price. Mr. Shaw discussed with the group that three people have already expressed interest in the property and wanted to review Board Policy to decide if a realtor is needed for the sale or not. It was decided to present to the Board to not use a realtor in the beginning and do some marketing and follow up with the three interested parties.

Purchasing Policy 6320

-Mr. Shaw reviewed the policy and what the process and thresholds should be going forward. The main concern is spending additional time requesting and viewing quotes for ongoing projects, projects where long time vendors have been used or unique situations. The discussion was had about looking at special verbiage for maintenance spending and what falls under the purchasing policy, bidding out vendors up front, and looking at the Buildings and Grounds supervision overall.

Student Activity Policy 6610

-Mr. Shaw reviewed examples of activities that raise money and the current policy. He reviewed how stringent the guidelines are for the spending of this money by the groups whose money goes through our books. Ms. Strick is going to get the accounting rules for this for the group to review. Mr. Shaw will also find out if Neola has a policy for this to review.

Disposition of Surplus Property sales placed in the Special Projects Fund

-Mr. Shaw reported that we have begun the sale of smaller district items. He asked the group if the money from the sale of the items should go to the general fund or to the Special Projects fund. It was decided that this money will go to Special Projects.

OLD BUSINESS

Comprehensive Athletic Plan

-Nothing new to add this month

PUBLIC COMMENT

ADJOURNMENT

At 11:01 a.m., the December 7, 2017 meeting adjourned.