



**BLUE VALLEY SCHOOLS
FINANCE COMMITTEE MEETING
THURSDAY, October 4, 2018
7:30 A.M.
Hickory Room**

AGENDA

OPEN FORUM

1. Financial Audit Report Presentation
2. Review of Bond Tax Compliance Checklists
3. Summary Docket: (Individual reports highlighted as needed)
 - o Bids and contracts
 - o Contracts between \$7,500 and \$19,999.99
 - o Investment Inventory Summary
 - o Construction Project Budget
 - o Claims & Disbursement reports
 - o Special Fund transfers
 - o Revenue Variance Report
 - o Cash Summary
4. Other

Next meeting of the Finance Committee is scheduled for November 8, 2018 at 7:30 a.m. in the Hickory Room.



Blue Valley Schools

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USD No. 229

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MINUTES OF THE BOARD ADVISORY FINANCE COMMITTEE

Date: October 4, 2018

Time: 7:30 a.m.

Place: Hickory Room

Members Present: Michele Benjamin, Jenni Daniel, Steve Davis, Jason Gillam, John Hungerford, Nathan Mull, Jenni Newell, Mike Slagle, Amy Tysseling

Members Absent: Jess Adams, John Boma, Mike Seitz

Guests Present: Annette DeCanio, Deb Hotujac, Jonathan Nibarger, Audrey Odermann

Open Forum: Jenni notified the committee that the district is being audited by the IRS. They are beginning their scope of work around information returns for calendar year 2016 (W-2, 1099, deferred comp plans). The initial meeting with the IRS agent will be October 22nd.

- Financial Audit Report** – Audrey Odermann, Shareholder with Mize, Houser & Company P.A., presented the District's Financial Statements and related footnotes. She was joined by Jonathan Nibarger, In-Charge Manager for Blue Valley's audit. Audrey noted that the process went well overall and that the District received an unmodified opinion, which is the highest opinion possible. She walked the committee through the financial statements and explained the various sections of the report. The most significant change this year in the financial statements is a change in accounting principle with the implementation of GASB 75 pertaining to the District's portion of the KPERS Other Post-Employment Benefits liability. Audrey also shared the results of the Activity Fund audits completed over the summer which was a separate agreed upon procedure for the district. She noted that there were minimal audit findings noted at each level (HS, MS, & ES) that were deemed to be insignificant in nature. She also shared that there was no Management Letter Comment resulting from the audit.

2. **Bond Tax Compliance Checklists** - Jenni Daniel presented the Bond Tax Compliance Checklist Summary for FY 2018 which will be included on the Consent Agenda at the Board of Education meeting on October 8, 2018. She explained that the annual checklists are being completed each fiscal year as outlined in the Tax and Securities Compliance Procedure that was approved by the board in March 2012. However, at the August 2015 Board of Education meeting, the Board of Education passed a Securities Compliance Procedure that now splits out the compliance requirements for both tax and securities law. District management brings the tax compliance documents to committee in October and the securities compliance documents will be presented in December due to filing deadlines with the Municipal Securities Rulemaking Board. The tax compliance procedures cover regulations regarding the allowable expenditures of bond funds, the investment of bond proceeds, use of district facilities funded with bond funds and related arbitrage rebate and yield reduction calculations.
3. Jason Gillam presented the following:

BIDS

16005 Property and Casualty Insurance Broker RFP (year 4 of 5) from Thomas McGee – Broker Services for Safety & Security, Special Liability (\$37,131.00)

18006 Boilers (Year 2 of 5) from Associated Equipment Sales for District Wide, Capital Outlay (\$491,000.00 Not to Exceed)

18031 Heat Exchanger – from Mechanical Sales Parts, Inc. for Operations & Maintenance, Capital Outlay (\$45,000.00 Additional Estimated).

19005 WAN Fiber Installation Quivira 165th – 179th from Lan-Tel Communications & Underground Services for Information Technology Services, Capital Expenditure (\$149,650.00).

19008 Cleaning Equipment (Host Products) – from Pur-O-Zone for District Wide, Capital Outlay (\$65,625.00).

19010 Tersano Dispensers – from Pur-O-Zone for Custodial Services, Capital Outlay (\$36,000.00).

STATE & LOCAL CONTRACTS – PURCHASES

Apple Inc. - This purchase is for 2150 each of Apple 45W MagSafe-2 Power adapters (for MacBook Air). (Capital Expenditure \$154,563.50)

CDW-G – This purchase is for one-year licenses for a Juniper network software subscription for AppSecure, Intrusion Detection Prevention, Enhanced Web Filtering, and Anti-Virus, and Anti-Spam services on SRX5400 equipment. (Capital Outlay \$66,598.00)

CDW-G - This purchase is for wireless access points and licensing required to provide additional wireless coverage across the District. This increase in wireless coverage is in support of an increase in mobility of instructional activities. (Capital Outlay \$96,550.00)

CDW-G - This request is for the purchase of 1750 Dell 45W Power Adapters for Chrome books. (Capital Outlay \$68,950.00)

Hillyard - This request is for the purchase of gym floor finish product; Hillyard Icon Gym Floor Coating. (Capital Outlay \$30,000.00)

CONTRACTS

CDW-G - This purchase request is for the annual support for BVConnect intranet website software components: Dynamic Owl and Bonzai for Intranet. (Capital Outlay)

2017/2018
N/A

2018/2019
\$39,150.00

Cornerstones of Care - A student will attend school at Ozanam, a not-for-profit child welfare agency. The student is attending the school based on an IEP team decision. (AC) (Special Education)

2017/2018
N/A

2018/2019
26,000.00 Estimated

DDSports Inc. - The purpose of this contract is for the installation and use of ShotTracker at Blue Valley West High School. This is a basketball analytics application used to track the progress of basketball players. (Gift)

2017/2018
N/A

2018/2019 – 2020/2021
\$55,000.00

Michigan Dyslexia Institute - This professional learning provided through this contract will equip elementary reading specialists and an interrelated resource teacher from each school with knowledge and skill to support students with dyslexia and other reading challenges. This includes 30 hours of learning and 4 days of observation and consultation over 2 weeklong sessions as well as ongoing professional feedback through videoconferencing. (Title IIA)

2017/2018
N/A

2018/2019
\$52,600.00

Phoenix Home Care - A student with multiple disabilities who is medically fragile will need a nurse to attend school with her dialing during the school day. (AB)
(Special Education)

2017/2018
N/A

2018/2019
\$27,000.00 Estimated

Summit Behavioral Services - A student will receive transportation services from Summit Achievement Center until or if he is able to return to a BV classroom. This is an IEP team decision. (AM) (Special Education)

2017/2018
N/A

2018/2019
\$28,000.00 Estimated

Summit Behavioral Services - This contract is for the Behavior Analyst that will provide instructional coverage at OHE for student. (BC) (Special Education)

2017/2018
N/A

2018/2019
\$30,000.00 Estimated

RESCIND

19008 Cleaning Equipment (Host Products) – from Meyer Laboratory for District Wide (\$65,625.00).

4. Jason Gillam also presented a memo detailing all contracts that the district entered into that were between 7,500.00 and \$19,999.99 for finance committee review. These contracts are presented for informational purposes only. There was one contract this month.
5. The following reports were provided for the Finance Committee:
Investment Inventory Summary Report, with investments totaling \$190,725,627.10
Construction Project Budget to Actual Expenditure reports for the 2005 Authorization
Construction Project Budget to Actual Expenditure reports for the 2012 Authorization
Claims and disbursements totaling \$73,815,468.95
Special Funds Transfers in the amount of \$905,429.57 were presented
The Revenue Variance report was provided
Cash Summary was provided.

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