

**BARRINGTON COMMUNITY UNIT SCHOOL DISTRICT 220****Minutes of Finance Committee Meeting****June 11, 2019****Members Present**

Gavin Newman

Leah Collister Lazzari

**Location**

District Administrative Center, 515 West Main Street, Barrington, Illinois 60010

## 1. June 11, 2019 FINANCE COMMITTEE MEETING - AGENDA

## 2. OPEN SESSION

## 2.01 Roll Call

## 2.02 Call Meeting to Order 8:08 a.m.

## 2.03 Public Comment

No public comment.

## 3. AGENDA ITEMS

## 3.01 Approval of Finance Committee Minutes from May 28, 2019

The Finance Committee members approved the minutes from the May 28, 2019 Finance Committee meeting.

## 3.02 Paper Bid Results

Dave Bein reported that the District went out to bid for paper and received only one bid in response. The Business Office called three other paper vendors to compare pricing and are confident the bid we received was a fair one. The bidder is Murnane Paper, which has been the lowest bidder for many years now. The District can chose to reject the bid and go out again, but after doing the research it seems the prices offered by Murnane are good. Dr. Harris stated that the District has dropped paper usage and click counts have been less. The Business Office will go back five years to demonstrate the trend in paper use in a memo to full Board. Approval of the paper bid will go to the Board for approval at their next meeting.

## 3.03 Beverage Vendor Agreement

LeeAnn Taylor stated that it has been five years since we have received beverage vendor proposals. The District has had a contract with Pepsi for many years. LeeAnn explained that we have completed a Request for Proposal (RFP) for an Exclusive Beverage Management Services Contract at Barrington High School, Prairie and Station Middle Schools, and the Administration Center. Proposals were received by Coke and Pepsi. Coke could not come close to Pepsi's proposal. We were very comfortable with Pepsi's proposal. The rebate level is higher than before. Pepsi coordinated with Quest, the high school's new food service provider, for prices. LeeAnn reported that the Pepsi contract was reviewed by legal counsel. It was agreed that the Pepsi vendor agreement will go to the Board for approval at their next meeting.

## 3.04 Copier Buyout and Lease

LeeAnn Taylor explained that over the past 24 months, the Technology Department and the Business Office successfully worked with Proven IT to implement a districtwide print management solution. Now staff can send a job to the printer and retrieve it from any printer with a swipe of their badge at the machines. If a print job is big, the staff member will receive a notice that they should be utilizing the copy center at BHS to complete the job. Proven has been an excellent partner for us. They met with Steve Underwood, the Coordinator of Document Systems at BHS, and offered to buyout our current lease with Canon in order to have a more universal system. The Copy Center at BHS is not yet part of Proven's print management solution. The District has never been very happy with the Canon equipment in the Copy Center. Proven's proposal is very attractive for us and Canon is not anxious to correct the issues we are having with them. Right now, Steve would be unable to operate the next 18 months without replacement of the Océ device he now uses. The current monthly lease payment is \$6,373 for the next 18 months along with service contracts costs, overage click charges, and replacement of equipment will cost the District approximately \$293,970. Proven has offered to fund the majority of the existing lease and service contracts with Canon for total estimated expenditures for the next 18 months at approximately \$243,555. Gavin Newman asked what would happen if Proven went away. Dave stated that the District would contract with another service company for the Canon devices to service the equipment, but Proven's business is doing very well right now. It would really benefit the District to bring the Copy Center along with the rest of the District on the print management system. The consensus was to go forward to the entire Board with this proposal at the next Board meeting.

### 3.05 2019-20 Finance Committee Tentative Meeting Schedule

The Finance Committee discussed the 2019-2020 schedule of meeting dates. It was decided that the meetings would take place at 4:00 p.m. here at the Administration Center on the same day as the first Board meeting of the month once the school year begins.

### 4. CLOSED SESSION

Information: 4.01 Closed Session - For the purpose of discussing: Employment matters, performance of a specific employee, collective negotiating matters, legal matters, security procedures, student disciplinary matters, and the purchase, lease or sale price of real property.

The Finance Committee went into Closed Session at 9:05 a.m.

The Finance Committee went back into Open Session at 9:10 a.m.

### 5. ADJOURN

#### 5.01 Adjourn

The meeting was adjourned at 9:11 a.m.