



**GENEVA COMMUNITY UNIT SCHOOL DISTRICT NUMBER 304  
227 NORTH FOURTH STREET, GENEVA, KANE COUNTY, ILLINOIS  
FINANCE COMMITTEE MINUTES**

The Board of Education Finance Committee met at 6:00 p.m. on Monday, April 8, 2019, at Geneva Middle School South, 1415 Viking Drive, Geneva, Illinois.

**1. CALL TO ORDER (Bylaws 0163 & 0164)**

The meeting was called to order at 6:00 p.m. by Dave Lamb.

Committee members present: Mike McCormick, Kelly Nowak, Tom Anderson, Dave Lamb.

Staff present: Mary Dunmead, Director of Transportation; Todd Latham, Coordinator Business Services; Dr. Dean Romano, Assistant Superintendent Business Services; Dr. Andy Barrett, Assistant Superintendent of Learning & Teaching; Dr. Kent Mutchler, Superintendent.

Others present: Leslie Juby, Taylor Egan, Mary Stith.

**2. PUBLIC COMMENT (Bylaw 0167.3)**

None.

**3. APPROVAL OF MINUTES (Bylaw 0168.1)**

3.1 March 11, 2019

Motion by Nowak, second by McCormick, to approve the minutes as presented.

Ayes, four (4) Anderson, Lamb, McCormick, Nowak. Nays, none (0). Absent, none (0). Abstained, none (0). Motion carried unanimously.

**4. DISCUSSION/CONSIDERATION (Bylaw 0155)**

4.1 2019-2020 Preliminary Budget Presentation – Transportation

Director of Transportation Mary Dunmead presented the 2019-2020 preliminary recommendations for Transportation. She is recommending: 63 radios with digital capability at a cost of \$53,214; upgrading 37 bus cameras to HD, adding a fourth camera on the entry door and SD cards at a cost of \$43,800; leasing four 27-passenger buses (\$31,024) or replacing the four 27-passenger buses (\$191,948-\$248,904); renewing leases for three white activity buses at a cost of \$25,351; and renewing the current contract with our special education contractor at a negotiated 1.9% increase. Next year, she would like to roll the radios and cameras into the bus bid as a possible alternate. She will continue to work with the Assistant Superintendent of Business Services to determine whether leasing or purchasing the smaller buses is the best option.

Comments, questions, concerns: When we get new buses, do they come with radios? (No, we install them.) Do cameras come with the buses or do we install those? (They are our cameras, and we install them.)

4.2 2019-2020 Preliminary Budget Presentation – Education Fund

Assistant Superintendent Dr. Romano presented the 2019-2020 preliminary Education Fund budget. The primary components of this budget are revenue and expenses. Revenue includes local tax revenue, local receipts and State and Federal funding. Expenses include salary and benefits, purchased services, support services, and supplies and materials. Budget development components include enrollment, staffing, revenue, expenses, development and finalization. Budget phases include the Preliminary Budget (presented November-April), Draft Budget (presented in May), Tentative Budget (presented in June), and the Final Budget (presented in September). Revenue assumptions include CPI at 1.9% and new construction at \$11,500,000. There will be no changes to Evidence Based funding, Special Education funding, grant funding and local revenues. Expense assumptions include salary costs at contracted increases, health benefits projected at a 5% increase, building budgets projected at a 5% decrease, purchased services at a 1.9% increase, supplies and materials at a 1.9% increase, and the Technology preliminary budget. The pension cost shift is not included. The district is projected to have a balanced budget at \$65,961,737 in both revenues and expenses.

Comments, questions, concerns: It seems like we have been steady with enrollment, while our neighbors have been declining. (We have remained stable with a slight decrease.) On the expense side, did you decrease building budgets to help balance the budget? (Yes.) Once funds are moved to the Capital Projects Fund, is that where they reside? (Yes.) Are there limits to that authority? (It's a one-time resolution to transfer funds.) It's always coming from O&M? (Yes.)

#### 4.3 Meritorious Budget Application

The Superintendent shared that we are applying for the Meritorious Budget Award again this year.

#### 4.4 2019-2020 Student Fees

Assistant Superintendent of Business Services Dr. Romano shared that student fees are evaluated on an annual basis. There is a very minimal increase this year in course and activity fees, with no increase in registration fees.

Comments, questions, concerns: It was nice to see a side-by-side comparison at each level. Next year, we would like to bring the fees to the Board earlier, so that any changes may be approved before the course information goes out.

#### 4.5 Review of Policy 4:50 – Payment Procedures

Assistant Superintendent of Business Services Dr. Romano shared that currently our expenditures are shared with the Board in the Treasurer's Report on a monthly basis. What this new policy will do for us is have the Board formally approve our expenses and then checks will be sent the next day. This is a significant change for the Business Office but is manageable. There is one new line being added that will allow us to handle urgent requests that require payment before approved by the Board. This should bring even more transparency to our expenses.

#### 4.6 Designation of Auditor

Dr. Romano shared that over the course of this year, Klein Hall CPA's has expanded their supports to the Business Office in looking at activity and athletic accounts, purchasing controls and more. They have been very responsive and informative as questions arise. The Administration recommends renewing their designation as our auditor.

## 5. FUTURE AGENDA ITEMS

### 5.1 May

- 2019-2020 Draft Budget
- Food Service Annual Overview

**6. ITEMS FOR RECOMMENDATION TO FULL BOARD (Bylaw 0155)**

Motion by McCormick, second by Nowak, to move items 4.4, 4.5 and 4.6 forward to the full Board as presented. Ayes, four (4) Anderson, Lamb, McCormick, Nowak. Nays, none (0). Absent, none (0). Abstained, none (0). Motion carried unanimously.

**7. INFORMATION**

7.1 Legislative Update

The Superintendent shared that there are several pieces of legislation that we have been watching. There are no current updates on these. There are unfunded mandates that could have large consequences for the district. The legislators mean well, but do not always think about the implications these bills have on school districts.

**8. ADJOURNMENT**

At 6:45 p.m., motion by Nowak, second by McCormick, and with unanimous consent, the meeting was adjourned.

APPROVED May 13, 2019  
(Date)

\_\_\_\_\_  
David Lamb CHAIRPERSON

SECRETARY Dr. Kent Mutchler

\_\_\_\_\_  
Bonnie J. Johnson RECORDING SECRETARY