

**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 6:15 p.m. on Monday, November 9, 2015, at Williamsburg Elementary School, 1812 Williamsburg Avenue, Geneva, Illinois.

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

The meeting was called to order at 6:17 p.m. by Bill Wilson.

Committee members present: Kelly Nowak, Bill Wilson, Tom Anderson  
Late: Dave Lamb

Staff present: Mary Torrance, Director of Transportation; Donna Oberg, Assistant Superintendent Business Services; Dr. Kent Mutchler, Superintendent

Others present: Donna Fulk, Leslie Juby, Mary Stith

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

None.

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

3.1 October 13, 2015

Motion by Nowak, second by Anderson, to approve the minutes as presented. Ayes, three (3) Anderson, Nowak, Wilson. Nays, none (0). Abstained, none (0). Motion carried unanimously.

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

4.1 Special Needs Transportation Cost Analysis

Mary Torrance presented information to the committee on the cost of the District bringing in house more special education bussing through leasing or purchasing five lift buses. The cost analysis included the cost of the bus, the drivers, aides and safety coordinator's salaries. The safety coordinator would do all of the drivers' training. These buses would transport approximately 79 students. The cost savings on purchasing would be around \$111,503.20 per year for five years.

Comments, concerns, questions: What are the 11 routes and 17 aides at the bottom of the cost analysis? (The 11 routes are what Spare Wheels charges, and the 17 aides is the number of aides Spare Wheels provides.) A Safety Coordinator would be a new hire? (Yes, and this person would do all of the training. The drivers' do require a lot of training and the Director cannot do the training and test them.) Does the trainer have to be an employee of the District? (If they were designated just to Geneva, they wouldn't have to be, but if we lost a driver in the middle of the year it would be hard to get someone to come in and do the training for one person.) Would this person also receive the special education transportation piece? (Yes. On top of that you do have the routing and regular contact with parents and schools. There are more specific things that the coordinator would also need to know.) What about coordinator benefits? (Those are not included.) Do the aides need to be trained as well? (Yes.) Do you know how many of our students we have taken back and provided transportation for? (There have been 21 pre-school students and 21 special education students.) One issue presented was where to park the buses. We currently have three spots at each middle school to accommodate these buses, since they are gas powered. How much notice does Spare Wheels need? (We are in the second year of a two year contract.) Have you checked on the turn-around

time to get the new buses? (We would have to double check to make sure we could get them on time.) What are the negatives of purchasing? (The up-front cost, storage and getting power to them.) As we increase our fleet are we going to need to hire another mechanic? (We currently have two full-time mechanics which should be sufficient. We also have Midwest Transit that comes in and takes care of warranty issues.) It looks like we assume a 5-year life on buses before replacement? (That's correct.)

#### 4.2 1<sup>st</sup> Quarter Review

Donna Oberg reported that revenue received is at 42%. It is trending higher at this point, because the majority of tax dollars were received in the first quarter with early tax dollars received in the fourth quarter. Local funds are trending at 44%. State revenue is at 19% trending low, because the first quarter categorical payments have not yet been received and the only funds received were for General State Aid. Federal revenue is at 21%; Property taxes collected are at 94%, which includes early levy revenue from May and June. The last tax payment is released in October. As of September 30th, the State had not made any payments except General State Aid. This is a shortfall in revenue of \$1,045,063.

Expenses are at 12.6%, significantly less than the 25%. This is trending low, because it is absent of summer payrolls. Summer payrolls are accrued to the year in which they are earned. "Other" is primarily for debt service payments which are not paid until January and June.

#### 4.3 Finance Topics Calendar (Update)

Donna Oberg reported that there were a couple of changes made to the finance meeting topic calendar. The Facility Capital Plan was moved to January and the Technology Capital Plan was moved to February.

Questions, comments, concerns: There is no PMA on the calendar. (Not yet, because we are not sure where to put it, as PMA is switching to 5Cast. We are meeting with them next Monday and will set a time then for them to come out and present. It could be January or February before they come out.) 5Cast is very unique and has been a long time coming. There is so much you can do with it. Is the final budget review in May for June adoption? (Yes.) Is there any chance that we will be able to move the January items forward? (Not sure that will be possible.)

### 5. FUTURE AGENDA ITEMS

#### 5.1 December

- Transportation Bids
- Facility Capital Plan

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

We will be moving the special education transportation to the full Board. We need to have information on how quickly we can get buses and more information on the safety coordinator. Hiring for a new position may raise a red flag.

### 7. INFORMATION

#### 7.1 Legislative Update

There is nothing to report at this time.

#### 7.2 Interfund Loans

Donna Oberg shared information with the committee to show interfund loans that have been taken out of district funds over recent years. We did do an interfund loan

this year for the Flex Plan, because we pay claims as they are filed, and then funds are paid back throughout the year. If we don't get State funding, we may need to do more interfund loans.

**8. ADJOURNMENT**

At 6:47 p.m., motion by Nowak, second by Anderson, and with unanimous consent, the meeting was adjourned.

APPROVED December 7, 2015  
(Date)

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William R. Wilson

CHAIRPERSON

SECRETARY Dr. Kent Mutchler

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Bonnie J. Johnson

RECORDING  
SECRETARY