



**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, January 13, 2020, at Coultrap Educational Services Center, 227 North Fourth Street, Geneva, Illinois.

1. CALL TO ORDER (Policy 2:220)

The meeting was called to order at 6:16 p.m. by Dave Lamb.

Committee members present: Dave Lamb, Mike McCormick. Absent: Taylor Egan, John Thomas.

Staff present: Mary Dunmead, Director for Transportation; Dr. Dean Romano, Assistant Superintendent Business Services; Dr. Kent Mutchler, Superintendent.

Others present: Lori McMahon, Rick Herwaldt, Leslie Juby, Alicia Saxton, Larry Cabeen, Mark Grosso.

2. PUBLIC COMMENT (Policy 2:230)

None.

3. APPROVAL OF MINUTES (Policy 2:220)

3.1 December 9, 2019

The minutes will be brought back at the next meeting for approval.

4. DISCUSSION/CONSIDERATION

4.1 2019-2020 Year End Projections (Policy 4:10)

Assistant Superintendent for Business Services Dr. Dean Romano shared that the district has been working with Forecast5 Analytics to develop year-end projection modeling. This provides the opportunity to aggregate historic data within the account structures. There are six years of data, which allows us to go back and see if there is anything that could skew the model in tracking spending trends. Between now and April, our goal is to work with Forecast5 to determine how we go back and look at historic trends and anomalies, and find out if there is a way to smooth out that data by removing anomalies and seeing what trending looks like. Based on initial development and review, 2019-2020 financial outcomes appear to be trending to support the annual budget as prepared at the start of the school year.

Comments, questions, concerns: Does the system allow you to buffer? (It allows us to change past history so that it doesn't skew trends.) Will the program allow you to isolate out the bond and interest, where we have seen some anomalies, and look at general operating issues? (The belief is that we can drill down and look at or pull out specific components.) In the Financial Executive Summary, are those cash basis? (Yes.) So, when you compare those to the line item you call "budget", that budget accrual is not figured as cash? (Yes, that is data that is pulled from Skyward.)

4.2 School Construction Grant Update (Policy 4:10)

The Superintendent shared that we had the application for the middle school in the grant cue waiting for the funds from the State. They are now reinvigorating the school construction funds, which were counted on when the voter's supported the referendum. According to the reinstated grant program, we will no longer be receiving these funds, which is about \$17 million. Dr. Romano will work with other business managers to carry our story to Springfield to let them know that not honoring these funds is wrong.

4.3 FY 2021 Food Service Management Agreement (Policy 4:120)

Dr. Romano shared that Geneva CUSD 304 entered into an agreement with Sodexo America on August 4, 2015 for Food Services Management. The district has found the Sodexo staff, organization, and food offerings to be of high quality and are recommending a one-year extension of their agreement in accordance with statute. There will be no cost increase to the district, and Sodexo will maintain the existing level of services in all schools.

4.4 2020-2021 Preliminary Transportation Budget (Policy 4:10)

Director for Transportation Mary Dunmead shared that the district will enter into a one-year extension on the lease of their 72-passenger buses. There are currently 49 buses, and two will be returned. During the extension, the district will research gas, diesel, electric, propane and compressed natural gas buses. In August-September bus specs will be built. In October, those specs will be brought to the Board. In November, the bus bid notice will go out, and in December, the final bus bid will be issued. We currently have eighteen 27-passenger buses and three activity buses that we also need to look at. At years five and six on these buses, we start replacing tires and batteries. There will be discussions with Student Services to see what the trend is to determine if we should continue to lease or purchase the 27-passenger buses.

In 2020-2021, we also need to upgrade the radios to digital capability and 37 camera units to HD. It makes sense to add these items into the agreement with the buses. We are recommending that the district renew the current contract, with a 1.9% increase, with our special needs transportation contractor. Fuel costs will increase by 1.9% due to an increase in routes. We are still in discussions with the bus drivers regarding their working agreement. There has been no discussion on pay increases yet. We are reviewing existing bus routes for eligibility and efficiencies at Greenhouse Pointe, Hamilton Place and Mill Creek.

Comments, questions, concerns: If we already have radios on a bus, would we extract those before they are returned? (Yes.) Is 4-5 years the typical timeframe for replacing tires? (Yes.) Has there been an uptick of maintenance on the 72-passenger buses? (No.) How many bus drivers do we have? (We have 66 drivers and 4 aides.) Do we have much turnover with drivers? (No.)

4.5 Transportation Services Agreement with Spare Wheels Transportation (Policies 4:110, 4:60)

Dr. Romano shared that they are still in conversations with Spare Wheels and are anticipating bringing a recommendation to the Board on January 27th.

Comments, questions, concerns: There seems to be a trend with 1.9%. (We have tried very hard to tie things back to the Consumer Price Index (CPI).)

4.6 Budget Transfer Document Review (Policy 4:10)

Dr. Romano shared that, under the newly adopted PRESS policies, budget transfers between and within funds must be approved by the Board. The business office has developed a draft budget transfer form that will provide detailed financial data relating to two types of budget transfers, revenue and expenditure. This form was created to breakout each transfer grouping. We will begin using this form in the

monthly financials on the 27th.

5. FUTURE AGENDA ITEMS

5.1 February

- Financial Projections
- Updates on the New Requisition Process

6. ITEMS FOR RECOMMENDATION TO FULL BOARD (Policy 2:150)

Motion by McCormick, second by Lamb, to move item 4.3 forward to the full Board as presented. Ayes, two (2) Lamb, McCormick. Nays, none (0). Absent, two (2), Egan, Thomas. Abstained, none (0). Motion carried unanimously.

7. INFORMATION

7.1 Legislative Update

This will be reported at the Board meeting.

8. ADJOURNMENT

At 6:57 p.m., motion by McCormick, second by Lamb, and with unanimous consent, the meeting was adjourned.

APPROVED February 10, 2020
Date

David Lamb

CHAIRPERSON

SECRETARY Dr. Kent Mutchler

Bonnie J. Johnson

RECORDING
SECRETARY