



**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 6:30 p.m. on Monday, April 12, 2021, 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 6:30 p.m. by Dave Lamb.

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

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

Others present: Alicia Saxton, Leslie Juby.

**2. PUBLIC COMMENT (Policy 2:230)**

None.

**3. APPROVAL OF MINUTES (Policy 2:220)**

1. March 8, 2021

Motion by McCormick, second by Egan, to approve the minutes as presented. Ayes, four (4) Egan, Lamb, McCormick, Thomas. Nays, none (0). Absent, none (0). Abstained, none (0). Motion carried unanimously.

**4. DISCUSSION/CONSIDERATION**

1. 2021-2022 Preliminary Transportation Fund Budget (Policy 4:10)

Dr. Dean Romano and Mary Dunmead presented the Preliminary Transportation Fund Budget. The primary revenue components include local tax revenue, local receipts, and State and federal funding. The primary expense components include salary and benefits, purchased services, support services, and supplies and materials. This year's budget was developed with two scenarios. The first one maintains the use of an outside provider for special education related transportation with an increase of 3.24% year over year. The other is designed to bring all transportation in-house, which would require the purchase of ten new vehicles and replacement of five. This is estimated as a current year expense of \$584,875. There will also be an increase in staffing estimated at 12 bus drivers and 3 bus aides, along with additional components. The second scenario provides an estimated reduction of 3.70% year of year. The next step in the budget development is to create an initial "Draft" budget which incorporates all estimated revenues and expenses.

Comments, questions, concerns: What is the benefit to bringing all bussing back in-house? (We would save about \$425,345 and have more control. We have slowing been bringing transportation in-house over the past 10 years.)

2. Annual Letter of Engagement (Policy 4:80)

Dr. Romano shared that an annual audit of all accounts be made by an independent, certified public accountant. Wipfli, formerly Klein Hall CPA's, completed last year's audit. They have been very responsive and informative as questions arise. The administration is recommending renewing their designation as the district's auditor.

Comments, questions, concerns: How many years is the contract for? (Currently one, but we are hoping to do an extended contract for 2-3 years.) Have we inquired about other firms? (Yes.) We need to keep an eye on the fees since they are now under a larger firm.

3. 2021-2022 School Fees (Policy 4:140)

Dr. Romano shared that student fees are evaluated every year and are designed to support costs associated with building budgets, technology, and curriculum expenses. For the 2021-2022 school year, fees are proposed to remain the same as the 2020-2021 school year with only a few exceptions. The primary change will be an adjustment to the technology fee for kindergarten through fifth grades. The current fee is \$30 for K-2 and \$40 for 3-5. The proposed new fee would be \$45 for K-5 and is based off a full 1:1 access ratio. There are also minor adjustments to specific fees outside of general registration to account for program or items cost changes for the new year.

4. Transfer of Funds to the Capital Projects Fund (Policy 4:10)

Dr. Romano shared that a permanent transfer of funds from the Operations and Maintenance Fund into the Capital Projects Fund will support the goal of providing funding for capital projects as identified within the Capital Improvement Plan. This will have no impact on the 2020-2021 financial outlook. We are proposing a transfer of \$160,000.

5. 2021-2022 Food Service Agreement (Policy 4:120)

Dr. Romano shared that the Summer Food Service Program has been extended through September 30, 2021, which was set to end June 30, 2021. While the district is finalizing the new agreement for 2021-2022, this extension will allow the district to continue providing meals to families throughout the summer and into the new school year. With this extension, the new agreement will have an October 1<sup>st</sup> start date. The proposed agreement maintains all components of the existing agreement except for the end date.

Comments, questions, concerns: What does the summer program look like? (Parents would be able to pick up food once a week like they do now.) Has this been announced to families yet? (No, because it has not been approved by the Board yet.)

**5. FUTURE AGENDA ITEMS**

1. May
  - Treasurer's Bond
  - Preliminary Education Fund Budget

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

Motion by Egan, second by McCormick, to approve items 4.2 & 4.5 going forward to the full Board as presented. Ayes, four (4) Egan, Lamb, McCormick, Thomas. Nays, none (0). Absent, none (0). Abstained, none (0). Motion carried unanimously.

**7. INFORMATION**

1. Legislative Update

Dr. Mutchler shared that we are still waiting for various state agencies to clarify the unfunded mandates. At the federal level, they are spending money more freely,

which someone will have to pay for at some point. The ESSA grant is going to have more strings attached next school year, and we may be more limited on how we can use these funds.

**8. ADJOURNMENT**

At 6:52 p.m., motion by Egan, second by McCormick, and with unanimous consent, the meeting was adjourned.

APPROVED June 21, 2021 \_\_\_\_\_ CHAIRPERSON  
Date David Lamb

SECRETARY Dr. Kent Mutchler \_\_\_\_\_ RECORDING  
Bonnie J. Johnson SECRETARY