

# **GLENBROOK HIGH SCHOOL DISTRICT 225**

## **FINANCE COMMITTEE MINUTES**

**February 6, 2019 7:36 AM – 8:56 AM**

**Administration Building - Public Meeting Room 100A**

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Members Present: Doughty, Fagel, Finan, Gravel, Hanley, Ptak, Riggle, Swanson, Tarver, Wright

Also Present: Middleton (GBS), Fuja (GBS), Bailey (GBS)

Members Absent: Geddeis, Raflones, Taub

### **Agenda Item #1: Call to Order**

A regular meeting of the Finance Committee was held in the Public Meeting Room 100A at the Administration Building on February 6, 2019. The meeting convened at 7:36 AM.

### **Agenda Item #2: Recognition of Community Visitors**

There were no community members present at the meeting.

### **Agenda Item #3: School Operating Budgets for Fiscal Year 2019-20**

Dr. Gravel reminded the committee that each spring the Board of Education approves a school operating budget for the next fiscal year for both Glenbrook North and Glenbrook South. The purpose of the school operating budget is to provide for the operational needs of each school. Historically the school operating budgets have been calculated based on three components:

1. **Basic Allocation**: The basic allocation is specific expenses each school incurs. For example, athletic event supervision, professional development, and substitute teacher compensation. The basic allocation was increased for the 2019-20 school year by the CPI (Consumer Price Index) by 2.1%. Once the basic allocation has been calculated, the amount is divided equally between both schools. Additionally, the basic allocation has been artificially increased this year by \$210,000 for athletic supervision, and \$40,000 for peer group. This increase represents a change in accounting practices, moving the budgets from the general district operating budget to the school operating budgets.

2. Per Student Allocation: The per student allocation is to provide for instructional materials and other expenses related to the student experience in academics, athletics and activities. The per student allocation is determined by enrollment, as calculated by the district's demographer, and increased for the 2019-20 school year by the CPI (Consumer Price Index) by 2.1%. Once the basic allocation has been calculated, the amount is divided equally between both schools.
3. Facilities Allocation: The facilities allocation is to provide for expenses related to the operation of the physical plant of each school, as well as approved building projects. Examples include, the purchase of cleaning supplies, repair and upkeep of facilities, carpet replacement and painting. This allocation is determined by taking the prior year's square foot value and increasing that amount by the CPI (Consumer Price Index) of 2.1%.

It will be recommended to the Board of Education at the board meeting on on Monday, February 11, 2019, that they approve the school operating budgets for the 2019-20 school year as follows:

- Glenbrook North High School      \$2,765,105.65
- Glenbrook South High School      \$3,669,779.38

**Agenda Item #4: Transportation Fee for the 2019/20 School Year**

Dr. Gravel presented the current 2018-19 transportation fee structure to the committee, as well as a proposed transportation fee structure for the 2019-20 school year. After presenting various scenarios to the committee, regarding fee structure and service options, the committee suggested that this item be presented to the Board of Education, for discussion, at the March 18, 2019 board meeting. The proposed fee structure eliminates the late surcharge (20%) for bus passes purchased after June 3rd, and decreases the Board subsidy from \$71.65 to \$53.26 for the 2019-20 school year.

**Agenda Item #5: Student Fees for the 2019/20 School Year**

Dr. Gravel was pleased to report to the committee that not only were there no recommended increases in student fees for the 2019-20 school year, and that Glenbrook High School District 225 has some of the lowest student fees in the general region. Dr. Gravel presented the various categories of fees to the committee:

- **General Fees:** include Chromebook fee and a registration fee.
- **User Fees:** include driver education, instrument rental, parking fee and transportation fee.
- **Preschool Tuition:** include tuition fees for children attending the Glenbrook Preschool program.

- **Financial Fees:** include the credit card convenience fee and the non-sufficient fund fee.

With the exception of the transportation fee which will be discussed at the second Board of Education meeting in February, these student fees will be presented to the full Board on Monday, February 11, 2019.

### **Agenda Item #6: Updates to Facility Rental Policy and Procedures**

Dr. Gravel explained to the committee that Board Policy 5030 provides for the rental and use of designated areas of school facilities by the community, when these areas are not in use by school activities or programs. While the vast majority of rentals are not charged for this use of the facilities, they are often assessed out-of-pocket expenses such as custodial and security expenses.

Dr. Gravel shared to explain that he has worked very closely with a committee of school leadership team members to update and revise Board Policy and Procedures 5030 and bring it more in line with actual procedures and practices.

Feeling this is a complex policy, the committee would like to devote additional time in reviewing the policy and procedures in further detail, to make sure the policy and procedures more accurately reflect the spirit in which it was created. As such, this item will be presented to the Board of Education at the March 18, 2019 board meeting.

### **Agenda Item #7: Other Topics**

There was no additional topics discussed.

### **Agenda Item #8: Adjournment**

The meeting adjourned at 8:56 AM.

The next Finance Committee Meeting TBD.