

GLENBROOK HIGH SCHOOL DISTRICT 225

FINANCE COMMITTEE MINUTES

November 5, 2019 7:31 AM – 8:54 AM

Administration Building - Public Meeting Room 100A

Members Present: Doughty, Fagel, Finan, Geddeis, Gravel, Hanley, Johns, Ptak, Raflones, Swanson, Tarver, Taub, Williams, Wright

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 November 5, 2019. The meeting convened at 7:31 AM.

Agenda Item #2: Recognition of Community Visitors

There were no community members present at the meeting.

Agenda Item #3: Estimated Tax Levy for the 2019 Levy Year

Dr. Gravel presented the estimated 2019 levy to the committee. He explained that each year the business services department prepares an estimated tax levy, which is shared with the Board of Education and the community prior to the adoption of the final levy. The estimated levy identifies the amount of money requested to be raised by taxation for the year 2019, and is the first action in the process to secure the district's property tax revenue for the upcoming tax year.

Dr. Gravel explained that the levy is built utilizing three factors: the amount of the prior year's actual tax extension, the applicable inflationary factor (CPI-U), and a factor that reflects potential new property growth within the school district's tax base. These factors represent an estimated increase of 4.2% of the prior year's tax extension. Dr. Gravel emphasized that it is important to remember that the levy represents the maximum amount that could be received through taxation, but the amount is limited by the Property Tax Extension Limitation Law (PTELL).

Dr. Gravel went on to further explain that the district's estimated tax levy does not require the district to publish the estimated amounts or hold a public hearing. However, as is past practice, the district will publish the levy and hold a public hearing

in December 2019, to provide an opportunity for the community to express their thoughts regarding the proposal.

Agenda Item #4: General Education Student Transportation Bid Update

Dr. Gravel shared with the committee that the district is currently in the third year of a three-year contract with First Student Transportation, as the provider of the district's to/from transportation, as well as field trips and athletic charters. He reminded the committee that three years ago we performed a joint bid with Districts 27, 28, 30 & 31. At that time, two separate bid processes resulted in a single response from our current provider, First Student.

This year Districts 27, 28, 30 & 31 has agreed with District 225 that it is in each school district's interest to go out to bid independently, seeking individual service agreements. By individualizing the bids (the number of buses needed will decrease significantly) our hope is elicit a greater bid response, as the size of the service agreement will be more accessible (e.g. less buses).

Dr. Gravel informed the committee that the bid opening will be November 21, 2019. The bids will be presented to the finance committee at the next meeting on December 3, 2019, and be presented to the Board of Education on December 9, 2019.

Agenda Item #5: Acceptance of the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30 2019

Ms. Tarver presented the committee with the Comprehensive Annual Financial Report (CAFR) for the year ended June 30, 2019, as prepared by the district and audited by Lauterbach & Amen, LLP, the district's auditors. Although not required by Illinois School Code, Glenbrook has historically prepared a CAFR for each fiscal year, as it provides a more thorough and detailed presentation of the District's financial condition in comparison to the State-required annual financial report (AFR).

In reviewing the results of the audit, Ms. Tarver shared that the auditors have recommended a few minor areas of growth for the district:

1. **GASB 84 Fiduciary Activities**: Change how the district currently reports student activity funds by rolling them into general funds.
2. **Write-Off Policy**: The policy committee will create a formal policy for following up on processing old outstanding checks.
3. **Student Activity Accounts**: Develop internal controls by updating account structure and the naming of accounts.

4. **Funds Over Budget:** The district will investigate the causes of funds over budget and adopt appropriate future funding measures.

Ms. Tarver and Dr. Gravel explained that the business services team has already developed an action plan for each area of growth identified, and anticipates that resolutions will be in place no later than the spring. The CAFR will be presented to the Board of Education at the next meeting, and will also be made available for public inspection on the school district's website.

Agenda Item #6: Health Insurance Action Plan

Dr. Gravel announced to the committee that at the Board of Education request, the district will be performing an in-depth review of the school district's self-insured health plan. Dr. Gravel shared the timeline and tentative dates to facilitate a timely review, a series of meetings and associated agenda items. The committee discussed the goals of the action plan, and provided direction to the administration for use in developing an RFP.

Agenda Item #7: Other Topics

No other topics were discussed.

Agenda Item #8: Adjournment

The meeting adjourned at 8:54 AM.

The next Finance Committee Meeting is scheduled for Tuesday, December 3, 2019.