



LINCOLNWOOD SCHOOL
DISTRICT 74
BOARD OF EDUCATION
Finance Committee Meeting
Minutes
Thursday, September 22, 2022
at **6:30 PM**

BOARD OF EDUCATION
Kevin Daly, President
Rupal Shah Mandal, Vice President
John P. Vranas, Secretary
Myra A. Foutris
Elaina Geraghty
Jay Oleniczak
Peter D. Theodore

ADMINISTRATION
Dr. David L. Russo, Superintendent of Schools
Dr. Dominick M. Lupo, Assistant Superintendent for Curriculum and Instruction
Courtney Whited, Business Manager/CSBO

Minutes of the Finance Committee Meeting of the Board of Education of Lincolnwood School District 74, Cook County, Illinois, was held in the Marvin Garlich Administration Building 6950 N. East Prairie Road, Lincolnwood, Illinois 60712, on Thursday, September 22, 2022.

1. CALL TO ORDER/ROLL CALL

Chair Theodore called the Finance Committee meeting to order at 6:31 p.m

FINANCE COMMITTEE MEMBERS

Peter D. Theodore (BOE), Chair
Jay Oleniczak (BOE), Co-chair
John P. Vranas (BOE)
Michael Bartholomew, Community Member
Maja Kenjar, Community Member
Steven Pawlow, Community Member

FINANCE COMMITTEE MEMBERS NOT PRESENT

Reuben George, Community Member

ADMINISTRATORS/STAFF

Dr. David L. Russo, Superintendent of Schools
Dr. Dominick M. Lupo, Assistant Superintendent of Curriculum and Instruction
Courtney Whited, Business Manager/CSBO
Jordan Stephen, Director of Technology

OTHERS PRESENT

Al Flores, Genesis Technologies, Inc.

2. AUDIENCE TO VISITORS

Al Flores, Branch Manager for Genesis Technologies, Inc. Submitted an RFP. Mr. Flores came to represent Genesis Technologies, stating that they are a major player in servicing accounts in the Chicago area.

3. APPROVAL OF MINUTES

a. Finance Committee Meeting Minutes - **AUGUST 18, 2022**

A motion was made, seconded and passed to approve the minutes from the August 18, 2022 Finance Committee meeting.

4. FUND BALANCE REPORT

a. Fund Balance Report - **JULY 2022**

Courtney Whited, Business Manager/CSBO, presented the Fund Balance Report for July 2022

5. OLD BUSINESS

Courtney Whited, Business Manager/CSBO gave an update on 36 families who are behind on registration and lunch fees for around \$15,000. Final notices have been sent out. The Business Office is keeping detailed logs of communications with each family. The balances will be sent to collection. The Committee would like to see a consistent procedure for this process.

a. 2022-23 Blackboard Inc. Website & Mobile App Contract

Dr. David L. Russo, Superintendent of Schools, shared an update on this item that was approved last month. Blackboard Inc. has now agreed to SOPPA compliance as presented by our Legal team.

A motion was made, seconded and passed that the Finance Committee concurs with the Administration to recommend to the Board of Education to approve the 2022-23 Contract with Blackboard Inc. for website and mobile app services in the amount of \$2,027.42.

6. NEW BUSINESS

a. Resolution Regarding IDOT Hazardous Transportation Routes

A motion was made, seconded and passed that the Finance Committee concurs with the Administration to recommend to the Board of Education to adopt the Resolution regarding IDOT Hazardous Transportation Routes as presented.

b. Renewal of CultureGrams by ProQuest for the 2022-23 School Year

A motion was made, seconded and passed that the Finance Committee concurs with the Administration to recommend to the Board of Education to renew the subscription to CultureGrams in the amount of \$1,264.43 for the 2022-23 school year.

c. Renewal of Bookflix by Scholastic Inc. Contract for the 2022-23 School Year

A motion was made, seconded and passed that the Finance Committee concurs with the Administration to recommend to the Board of Education to renew the subscription for Bookflix by Scholastic Inc. in the amount of \$1,172 for the 2022-23 school year.

d. Renewal of Mitel Phone System support provided by Heartland Business Systems (HBS) for the 2022-23 School Year

A motion was made, seconded and passed that the Finance Committee concurs with the Administration to recommend to the Board of Education to approve the renewal for both the Mitel Software Assurance and Mitel Support Service Agreement with Heartland Business Systems in the amount of \$7,276.29 for the 2022-23 school year.

e. Manufacturer's Printer Contract for the 2023-2026 School Year

Jordan Stephen, Director of Technology, presented the Manufacturer's Printer Contract for the 2023-2026 School

Year. Administration sought three companies for proposals. The District's current contract is over in January 2023. The Committee would like to see the same type of analysis broken out to a 5-year contract as well as the potential to vary monthly usage and pricing. Jordan will contact the vendors and find out what happens if we do not use all of the copies allocated in a given month. Jordan Stephen will bring this item back to the Committee with revised quotes.

f. Renewal of Zoom Video Communications Inc. Subscription for the 2022-2023 School Year

Jordan Stephen explained that the district has moved everyone back to the Zoom Basic account and that staff members would now be limited to 40 minute meetings. He is confident that the 40 minute meeting times would be appropriate for our Parent Teacher Conferences, but he is also looking for the flexibility to explore a more comprehensive/expensive plan should we find that the 40 minute basic time limit is proving to not be appropriate.

A motion was made, seconded and passed that the Finance Committee concurs with the Administration to recommend to the Board of Education to approve the renewal Quote for Zoom Video Communications Inc. in the amount of \$7,500 for the 2022-2023 school year with a caveat that the Administration has the discretion not to proceed.

g. Reading Mastery Transformations Classroom One-Year Subscription Bundle Grade 4

A motion was made, seconded and passed that the Finance Committee concurs with the Administration to recommend to the Board of Education to approve this Agreement for a one-year subscription from McGraw Hill for the 10-student bundle of the Reading Mastery Transformations Print and Online Grade 4 program for the Lincoln Hall Special Education Team in the amount of \$2,283 for the 2022-2023 school year.

h. Lincolnwood Chamber Orchestra – American Music Festivals

Dr. David L. Russo, Superintendent of Schools presented the Lincolnwood Chamber Orchestra proposal for one concert event. The program would be Halloween themed and the District would provide tech support.

A motion was made, seconded and passed that the Finance Committee concurs with the Administration to recommend to the Board of Education to accept this Proposal from Lincolnwood Chamber Orchestra – American Music Festivals in the amount of \$3,500 to hold a performance of the ensemble during the 2022-23 school year while waiving facilities rental fees.

7. ADJOURNMENT

A motion was made, seconded and passed to adjourn the Finance Committee meeting. The Finance Committee meeting was adjourned at 7:42 p.m.

The next Finance Committee meeting will be Thursday, October 20, 2022 at 6:30 p.m. The public is welcome.

Peter D. Theodore, Chair

Jay Oleniczak, Co-chair