



**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, November 18, 2019, 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 6:20 p.m. by Dave Lamb.

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

Staff present: Dr. Dean Romano, Assistant Superintendent Business Services; Dr. Kent Mutchler, Superintendent.

Others present: Alicia Saxton, Leslie Juby, Mark Grosso, Larry Cabeen.

2. PUBLIC COMMENT (Policy 2:230)

None.

3. APPROVAL OF MINUTES (Policy 2:220)

3.1 September 9, 2019

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.

3.2 October 15, 2019

Motion by Egan, second by Thomas, to approve the minutes as presented. Ayes, three (3) Egan, Juby, Thomas. Nays, none (0). Absent, none (0). Abstained, two (2), Lamb, McCormick. Motion carried.

4. DISCUSSION/CONSIDERATION

4.1 Skyward Business Process Review (Policy 4:10)

Dr. Romano shared that, during the previous year, the Business Office engaged with Skyward to review processes and provide training in the areas of purchasing, financial reporting, e-commerce and P-Card processing. It is planned that in March, Skyward will return to the district to review processes and provide training in the following areas: employee management, payroll, substitute tracking and true time (Digital Timecard System).

4.2 2019 Tax Levy Design (Policy 4:10)

Dr. Romano shared that the levy for the 2019 tax year must be filed with the County Clerk by the last Tuesday of December 2019. The levy process began in September, when preliminary figures were pulled together. The Board must "estimate" the levy 20 days prior to adopting the levy. This process establishes whether additional "Truth in Taxation" requirements must be followed. A Safeguard of 0.5% has been added to capture all revenue of up to \$19,875,000 in new property. The anticipated tax extension increase is limited by the "Tax Cap" formula. The District is expected to receive about 2.78% (\$2,015,038) in new revenue for the

general operating funds. Total taxes to be extended are anticipated to be \$89,258,565 which would represent an overall anticipated increase of 2.05%. The next step is to approve an estimated levy, which the Board will vote on this evening and for the final levy to be developed and voted on by the Board on December 9th. The final allocation work comes in late March/early April.

Board comments, questions, concerns: When we talk about the amount of the extension, and we're limited to 5%, is the 5% is the year-over-year dollar change? (Correct.) So, we have last year's extension of \$72.5 million, and if it's greater than 5%, we must provide notice to the taxpayers, right? (Correct and hold a public hearing.) So, it's 5% greater than \$72.5 million and it's not a rate? (Correct.) Could an estimated rate go up to 10%? (It could.) Let's say you take out the \$13 million of estimated new property and the EAV went to 20%, that doesn't change what the current taxpayer pays, right? (Correct.) Why wouldn't we safeguard the max we can? (Because it's not going to actually happen, and because it's an optic to the taxpayers.) Do you think we will capture all available funds within the 3.89%? (I'd like to think we would.)

4.3 Review of Multi-Year Financial Projections (Policy 4:10)

Dr. Romano shared that the multi-year financial projections provides the district with the opportunity to identify future financial trends much earlier in a planning cycle. In preparation for the development of the projections, the administrative team has reviewed and discussed the key variables with the Finance Committee and Board of Education. Through the development of projections, the district will begin facilitating discussions regarding what level of financial changes can be implemented, what timeline these adjustments can be implemented within, and then begin to identify opportunities for change. The next actions will be to develop and integrate preliminary budgets, develop drafts and develop draft base fiscal year 21 projections.

5. FUTURE AGENDA ITEMS

5.1 December

- Bus Bid
- CAFR
- Technology Capital Plan

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

Motion by Egan, second by McCormick, to move item 4.2 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

7.1 Legislative Update

We are waiting to see what comes out of session. The Property Tax Relief Task Force missed their October 31st deadline.

8. ADJOURNMENT

At 6:56 p.m., motion by McCormick, second by Egan, and with unanimous consent, the meeting was adjourned.

APPROVED _____
Date

_____ CHAIRPERSON
David Lamb

SECRETARY _____
Dr. Kent Mutchler

_____ RECORDING
Bonnie J. Johnson SECRETARY