

Minutes of Finance Committee Meeting

The Board of Education Prospect Heights School District 23

A Finance Committee Meeting of the Board of Education of Prospect Heights School District 23 was held Tuesday, December 4, 2018, beginning at 10:00 AM in the Grodsky Administration Center.

I. Call to order

Present: Botwinski, DeBartolo, Rominski, Zaher, Angelaccio

II. Discussion item(s)

A. eCube Proposal for Services -- 3rd Party Commissioning Agent

Brian provided an overview of the purpose and scope of work in proposal.

B. Maintenance position proposals

Discussed 2 different position job descriptions for the purpose of filling the maintenance vacancy due to occur in June 2018. The 2 different proposals contain salary ranges that would permit for the hiring of individuals in 2 of the 3 categories -- low, medium and high. The candidate pool and needs of the district will determine which skill levels are hired and what the salary level will be for the successful candidates.

C. Discussion on landscaping services

The District is exploring the possibility of bidding for landscaping and snow removal services. This is to make sure that the District is receiving competitive pricing and taking advantage of the potential separation of services. The current contract terms were agreed to and awarded in April/May 2015.

D. Status on bond issuance

Discussion of the status of the bond issuance approved at the November 2018 meeting of the Board of Education. We have been in contact with Elizabeth Hennessey of Raymond James Inc., and have scheduled calls with Moody's for our rating conversation.

E. Transportation Study

Nelson Gray and I have been working on the transportation study commissioned on behalf of the District. We are meeting on Thursday December 6th to discuss the draft report and other issues. The report will focus on route efficiency, route viability, hazardous routes and analysis of current fee structure/funding of transportation. The report should be ready for presentation at the January 2019 Board meeting.

F. Residency investigation status

An update will be provided on the status of pending residency investigations.

G. EDP fees

The District is not recommending any increase in fees for the 2019-20 school year. A report is being prepared for the BOE meeting.

H. Financial reports

Micheal shared monthly reports from FORECAST 5 related to Revenue, Expenditure, and All Funds Summary.

I. Disposal resolutions

There are 2 disposal resolutions to be considered for processing and approval at the December 12 2018 BOE meeting.

1. Sullivan office furniture`

Sullivan has requested the disposal of certain items that are surplus property and have no value for resale

2. Tech disposals

Certain computers have been phased out of use by the District due to life of product. They are surplus property but have value and have been offered for sale. The individuals who used them as their work computer have right of first refusal. The price for sale was determined by seeing what the District would be offered by a recycling/resale representative.

J. Property and liability renewal invoice

The District's property and liability insurance is with a cooperative, the Suburban School Insurance Pool, and has a renewal date of January 2019. The invoice was received Friday, November 30th. It is attached and recommended for renewal.

III. Old business -- Item(s) discussed at previous Finance committee meeting(s)

A.

IV. New business -- Item(s) to be discussed at future Finance committee meeting(s)

Schedule of next meeting to be determined. Looking at 5:30 starts on the first Monday of each month. Micheal will send out an invitation.

V. Adjournment