

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING  
HELD MAY 21, 2018 AT THE EDUCATIONAL RESOURCE CENTER**

Ms. Wendy Schilling, Finance Chairperson, called the Finance Committee meeting to order at 6:30 p.m. Board Members present were Chris Coughlin, Marc Grote, Greta Hoff, Chris Kennedy, Linda Lucke, Wendy Schilling, and Tom Vickers. Also present were Dr. Guy Schumacher, Superintendent, Kurt Valentin, Tom Bean, Pam Imholz, Robin Kollman Smith, Erik Youngman, Peter Graves, and Cheryl Crenshaw.

The April minutes were approved as written. Mr. Tom Vickers made a motion to approve the minutes and Ms. Linda Lucke seconded the motion. All voted in favor of the minutes.

**Finance Committee**

**TREASURER REPORT**

The Treasurer's Report and Investment Report for March were reviewed by the Committee.

**ACCOUNTS PAYABLE BILLS LIST**

Board Members reviewed the May List of Bills. The accounts payable list totaled \$1,112,033.13, Imprest Fund totaled \$2,106.40, and April payrolls totaling \$1,832,256.05.

**Committee of the Whole**

**APPROVAL OF CHANGES TO POLICIES**

No policies up for approval

**BOARD MEMBER EXPENSE**

**POLICE DEPARTMENT INTERGOVERNMENTAL AGREEMENT**

This agreement is for the next five school years covering the School Resource Officer agreement with the Village of Libertyville. These funds have been put in the budget for the next five years.

**AUDIT ENGAGEMENT LETTER**

Evoy, Kamschulte & Jacobs increased the audit fee by \$200.00 to \$9,800.00. This audit fee is still very low compared to other districts and the first increase in two years.

**SCHOOL TREASURER APPOINTMENT**

Annually, the Board needs to appoint a School Treasurer. Historically, the School Treasurer has been the Business Manager in the School District.

#### TENTATIVE BUDGET FY19

The tentative budget needs to be on display for 30 days before it is adopted after a public hearing. The public hearing is set for the June Board Meeting. If any board members would like to meet to discuss the budget, please contact Kurt.

#### HIGHLAND SCIENCE CURRICULUM MATERIALS

Dr. Youngman reviewed the Highland Science Curriculum material purchase.

#### TEN YEAR LIFE SAFETY SURVEY/CAPITAL PLAN

Every ten years, the District needs to conduct a life safety survey. We are taking the process one step further and developing a capital plan from the survey process.

#### RETIRING STAFF MEMBERS

The Board Members choose the retirees that they would read a resolution for.

#### TOWER INDEMNIFICATION AGREEMENT

This agreement protects the District against four contractors who either will not give final lien waivers or who have gone out of business before giving a final lien waiver. This does not waive the District's right to pursue Tower's Performance Bond.

#### **Other Items**

#### CONSTRUCTION UPDATE

Peter Graves reviewed the current outstanding obligations on each project and highlighted the process that was used to settle the DK Contractors issue.

No public comment or presentations from the floor.

#### **Adjournment**

Ms. Wendy Schilling, Finance Chairperson, adjourned the Finance Committee Meeting at 7:24 p.m.

APPROVED: \_\_\_\_\_  
Wendy Schilling, Finance Chairperson