



LINCOLNWOOD SCHOOL DISTRICT 74
BOARD OF EDUCATION
Finance Committee Meeting Minutes
Thursday, May 18, 2023 at **6:30 PM**

BOARD OF EDUCATION
Kevin Daly, *President*
Rupal Shah Mandal, *Vice President*
John P. Vranas, *Secretary*
Maxie Boynton
Myra A. Foutris
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, May 18, 2023.

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
John P. Vranas (BOE)
Michael Bartholomew, Community Member
Steven Pawlow, Community Member
Paul Stellatos, Community Member

FINANCE COMMITTEE MEMBERS NOT PRESENT

Jay Oleniczak (BOE), Co-Chair
Maja Kenjar, Community Member

ADMINISTRATORS/STAFF

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

2. AUDIENCE TO VISITORS

None

3. APPROVAL OF MINUTES

a. Finance Committee Meeting Minutes - **April 20, 2023**

A motion was made, seconded and passed to approve the minutes from the April 20, 2023 Finance Committee meeting.

4. FUND BALANCE REPORT

a. Fund Balance Report - **MARCH 2023**

Courtney Whited, Business Manager/CSBO, presented the Fund Balance Report for February 2023.

The Committee asked if there would be a budget amendment reflecting underspending in some areas. Courtney explained that the underspending is due to projects that did not start or were postponed. The Administration will determine if an amended budget is necessary and will follow up with a response.

5. OLD BUSINESS

a. Transportation Contract 2023-24 with First Student, Inc.

Courtney presented the Transportation Contract 2023-24 with First Student, Inc. that represented a 3.75% increase.

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 Amendment from First Student, Inc. for transportation services with a 3.75% rate increase on current rates effective August 1, 2023 through July 31, 2024.

6. NEW BUSINESS

a. FY24 & FY25 Audit Services

Courtney presented the FY24 & FY25 Audit Services.

A motion was made, seconded and passed that the Finance Committee concurs with the Administration to recommend to the Board of Education to retain the firm of Lauterbach & Amen, LLP over the course of three fiscal years spanning 2023-2025 for audit and single audit services not to exceed \$83,400.

b. GASB 74/75 Actuarial Valuation Services from Lauterbach & Amen, LLP

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 contract with Lauterbach & Amen, LLP for actuarial services associated with determining the value of GASB 74/75 Other Post-Employment Benefits (OPEB) for the year ending June 30, 2024 for \$3,890 and the year ending June 30, 2025 for \$1,020.

c. FY24 Facility Rental Fee Waiver Request from LBSA

Courtney presented Lincolnwood Baseball & Softball Association's FY24 Facility Rental Fee waiver request. Courtney explained the amount of rental fees the waiver would be worth. The Committee asked if LBSA could recognize the District for waiving the fees.

A motion was made, seconded and passed that the Finance Committee concurs with the Administration to recommend to the Board of Education to waive facility rental fees during Fiscal Year 2024 for Lincolnwood Baseball and Softball Association.

d. FY24 Preliminary Budget Assumptions

Courtney presented the FY24 Preliminary Budget Assumptions explaining that the Tentative Budget will be presented at the June 9th Finance Committee meeting. She explained the adjustments that will take place with staffing including the number of staff set to retire, those who may advance a class on the salary schedule and the number of teachers qualifying for the longevity stipend. She also noted the total staff in

the District. There will be approximately \$15,228,000 paid in salaries. She reviewed the costs associated with insurance. There was a discussion regarding post-retirement insurance benefits and how that will change in the coming fiscal year. There was a review of expenditures related to buildings and grounds. Courtney outlined revenue from local, state and federal sources. Courtney shared that the District meets with the Insurance Committee regularly to discuss cost cutting strategies, and shared that the Committee has met some of the benchmarks to help with the costs of insurance. Courtney discussed the District hiring a food service consultant to do an audit of the department. They observed the facilities, staff, ingredients, and equipment and will return to the District with recommendations on how to improve the program. The Committee asked the Administration to do a cost analysis of revenues and expenditures in food service since there has not been an increase in lunch costs to families in a number of years. The Committee asked if there are still some ESSER funds still available, David explained that ESSER I is completely spent, ESSER II will be spent this year, and ESSER III will be spent by the deadline in 2024.

e. Discovery Education, Inc. K-8 Streaming License for 2023-2024

Jordan Stephen, Director of Technology discussed that the District would not be renewing the Discovery Education, Inc. K-8 Streaming License for 2023-2024 saving the District \$7800.

f. BrainPop/BrainPop Jr. Renewal Contract for 2023-2024 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 BrainPop and BrainPop Jr. subscription for students in all District in the amount of \$8,749.65 from August 12, 2023 to August 11, 2024.

g. 2023-2024 Encyclopedia Britannica Renewal

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 Britannica School Subscription Contract in the amount of \$715 from July 1, 2023 to June 30, 2024.

h. Interactive Display Refresh

Jordan Stephen, Director of Technology, discussed the Interactive Display Refresh. As certain displays age, they become unusable. Last year, the District replaced about 60% of all Todd Hall display units for the BenQ Boards. The District intends to address ten more displays with BenQ Boards. Jordan explained the rest of the details regarding Phase 2 of the Interactive Display Refresh plan at Todd Hall and Rutledge Hall. The Committee asked what happens with the old units, if any of them are still in working order. The District currently gives the old units to a technology recycling company and keeps the working ones on hand for replacements, if needed. The Committee asked if there are any schools that could use them. The Administration will reach out to the Township schools to see if anyone needs them before considering the recycle option.

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 purchase of 25 classroom displays in the amount, not to exceed \$61,000 for the 2023-2024 school year.

i. 2023-2024 Learning A-Z Product Renewal

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 of the Learning A-Z software in the

amount of \$8,992.50 from August 7, 2023 to August 7, 2024.

j. 2023-2028 Finalsite Inc. Website and Hosting Services Contract

Jordan Stephen, Director of Technology, presented the 2023-2028 Finalsite Inc. Website and Hosting Services Contract. Jordan explained that Blackboard has been purchased by Finalsite Inc., and Finalsite is offering all Blackboard customers the opportunity to convert to Finalsite for free. This is the provider for our District website, and will save the District thousands of dollars if we take advantage of the conversion offer. Jordan met with Finalsite to express concerns over language in an Amendment prepared by Legal Counsel. The vendor is amenable to several provisions. The five year contract will be under \$14,000. The Committee asked if there would be a penalty for going in another direction, and Jordan said that the District would have to pay any years left in the contract, if we broke the contract early.

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 Finalsite Contract for design services, setup fees, website hosting for the proposed 5-year quote in the amount of: \$2,229 for school year 2023-24, \$2,429 for school year 2024-25, \$2,629 for school year 2025-26, \$2,829 for school year 2026-27 and \$3,029 for school year 2027-28.

k. 2022-2023 PebbleGo Renewal

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 PebbleGo Contract in the amount of \$1,197 for the 2023-2024 school year.

l. Annual Renewal of Formative at Rutledge Hall for 2023-2024

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 Formative license at Rutledge Hall in the amount of \$3,515.89 for services between July 1, 2023 and June 30, 2024.

m. Renewal of Seesaw for Schools for Todd Hall for 2023-2024

A motion was made, seconded and passed that the Finance Committee concurs with the Administration to recommend to the Board of Education to accept the Seesaw license for Seesaw for Schools in the amount of \$3,120 from August 1, 2023 through July 31, 2024.

n. Renaissance Learning Renewal of FastBridge for 2023-2024

Dr. David L. Russo, Superintendent of Schools, presented the Renaissance Learning Renewal of FastBridge for 2023-2024. David explained that in previous years, NTDSE managed the FastBridge subscription for the Township, and the Township districts would pay NTDSE their fair share of the subscription cost. From now on, each district will manage their own FastBridge account.

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 with Renaissance Learning for renewal of FastBridge for the 2023-2024 school year in the amount of \$7,080.06.

7. District Finance Update

a. CLIC Cyber Liability Coverage for FY24

Courtney explained that if SD74 wants extra cyber coverage, it is available. Courtney shared the background, the District paid \$113,715 last year for property, casual and liability coverage. If the District

decides to take on an additional \$1 million in cyber coverage, the bill would increase to approximately \$120,000. Jordan explained that the Tech Team has nearly all data backed up internally, so it is not necessary to increase cyber risk limits at this time. The \$2 million standard coverage that the Administration is recommending brings the total cost of the insurance package to \$110,590.

Committee member Vranas discussed that the Committee is currently reviewing all of the contracts that are under \$10,000, but he is proposing that all of the software that is being dropped or renewed is simply reviewed by the Committee rather than following the full process that we are currently using. He explained that the Committee would like to see any *new* contracts, contracts that would be changing in term, or any contracts that Legal Counsel had concerns about. Dr. Russo expressed that the administration could keep track of all of the contracts and usage data every six months. Dr. Russo explained that he shared this change to President Daly, and that he was amenable to this shift.

Some of the points discussed for bringing contracts to the Committee:

- Over \$10,000
- Over 10% increase (assuming amount is not nominal)
- Multi-year contracts or going to multi-year
- First time Approvals
- If Legal Counsel reviewed it and saw substantive changes

8. ADJOURNMENT.

A motion was made, seconded and passed to adjourn the Finance Committee meeting. The Finance Committee meeting was adjourned at 7:53 p.m.

The next Finance Committee meeting will be Thursday, June 8, 2023 at 6:30 p.m. The public is welcome.

Peter D. Theodore, Chair

Jay Oleniczak, Co-chair