

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, February 6, 2018, beginning at 12:30 PM in the Grodsky Administration Center.

Present: Mari-Lynn Peters, Carol Botwinski (via phone), Micheal DeBartolo, Don Angelaccio, Maria Stavropoulos.

I. Call to order

II. Discussion item(s)

A. Discussion of Student Fees

1. 2017-18 Outstanding Fee (UPDATED)

- Micheal presented an update on past due fees and collection. A second letter will be sent with a timeline for collections.

2. 2018-19 Registration Fee Proposals (UPDATED)

- Micheal shared data showing comparison to other feeder districts' registration fees. There is no recommendation to increase our student fees at this time.
- Micheal shared data showing comparison to other feeder districts' transportation fees. We do not currently charge a fee for transportation and are not recommending adding a fee at this time. Administration is proposing a study of hazardous routes and the impact of a transportation fee for the 2018-19 school year.
- Maria presented a proposal to increase our 1:1 protection plan fee from \$30 to \$35 to offset increased costs of repair/replacement and increased breakage rate.
- Discussed impact of late payment of fees and difficulties with collections. Committee considered a "late fee" to encourage timely fee payment. Committee is recommending a 20% late fee be applied to registration costs if payment is not made within the month of July. (Our process is being split into two phases: Registration April-end of June and Fee Payment: July; late payment after one month.
- School Lunch fee increase due to paid lunch equity laws.
- Student Activity fees will be presented and discussed in March.

B. Health Insurance

1. 2018-19 EBC Renewal (UPDATED)

- Projected 2% reduction for PPO premium
 - Projected 0.3% increased for HMO premium
 - Projected 0.3% increased for Dental premium
2. Additional Insurance Options for Consideration (UPDATED)
- a. Long Term Care -- Employee Funded
 - b. High Deductible Health Plan (with OR without Health Savings Account)
 - c. Tiers for Non-Single Health Plans (Single + One; Single + Spouse OR Single + Dependent; Family)
 - Micheal presented an overview of the options being discussed by the Insurance Committee.
- C. Mac Arthur Middle School Toilet Room Renovation Project
- Micheal presented the cost proposal for this project.
 - Brian Rominski will present this to the Board at our meeting with a vote for approval.
- D. Central Office Masonry Project
- Micheal presented the cost proposal for this project.
 - Brian Rominski will present this to the Board at our meeting with a vote for approval.
- E. Discussion of 2018-19 Budget Process
1. Review of Expenditures
 - Administrative team has been tasked with review of line items for correct account coding and allocation of expenditures. This work is targeted to be completed by 2/9/18.
 2. Budget Forecasting for Expenses
 - Administrative team will begin to plan for budget/forecast in March.
- III. Old business -- Item(s) discussed at previous Finance committee meeting(s)
- A. Approval of Minutes – 12/5/17
 The Finance Committee recommends approval of the minutes from the December 5, 2017 meeting as written.
- Moved, seconded and approved 2-0
- IV. New business -- Item(s) to be discussed at future Finance committee meeting(s)
- A. 5CastPlus Report Discussion -- What information the committee wants and when?
- B. Budget Comparable Establishment -- Who does District 23 look like?
 Factors to consider as suggested by ForeCast5 = EAV, Enrollment and Low Income

Skokie 73.5
 River Trails 26
 Westchester 92.5
 Norridge 80

- Committee will reflect on these questions for future conversations.

V. Adjournment