

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 Monday, April 29, 2019, beginning at 5:30 PM in the Grodsky Administration Center.

I. Call to order

Present: Members – Botwinski, Peters; Administration: DeBartolo, Angelaccio

Guest: McPartlin

II. Discussion item(s)

A. NSSEO FY20 Budget

The budget summary and presentation of the full NSSEO FY20 budget and the FY20 budget summary specific to District 23 were discussed. Any questions regarding these items can be discussed and answers provided in advance of approval at the May 2019 BOE meeting.

Please keep in mind that the projected summary for D23 can change based upon enrollment and student needs.

B. Amended budget

The parameters for budget amendment were provided and discussed. The major items that are being amended in the budget were identified.

C. Outstanding student registration and activity fees

Discussed collections process and improvements over past years. Will continue to address collections of student activity fees prior to participation.

D. FY20 Weekly Bill Pay Resolution

Annually the BOE approves a weekly bill pay resolution that permits the District to pay certain bills on a weekly basis to avoid penalties and late fees, a large backlog of bills that could lead to errors and to provide members ample time to review the invoices paid. This year there have been non-material changes and dates/sections modified to reflect FY20, but there is also the addition of a clause regarding payment of construction invoices. Such invoices are NOT included in the weekly bill pay resolution AND require review in accordance with terms of the joint construction committee.

E. Joint Construction Committee

We discussed the proposed language regarding the joint construction committee and rules for paying construction invoices and reviewing change orders for Summer FY19/20 work.

F. Prospect Heights SD 23 and Arlington Heights SD 25 Food Service Management IGA

The annual IGA for food service program management is attached. Please note that no substantive changes have been made to the FY19 agreement and that only dates and non-material changes have been made to the agreement.

G. Disposal resolution

1. Everyday Math and Glencoe Math materials
2. Coffee maker

H. Student Activity Fee Account Balances

The Student Activity Fee balances were provided for review and discussion.

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

A. Approval of Minutes - April 1, 2019 Finance Committee Meeting

The Finance Committee recommends approval of the minutes from the April 1, 2019 as written.

Moved by: Peters, Second: Botwinski

Approved: 5-0

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

V. Adjournment

Moved by: Botwinski, Second: Peters

Approved: 5-0