

PROSPECT HEIGHTS SCHOOL DISTRICT 23
FINANCE COMMITTEE MEETING
MONDAY, JANUARY 4, 2021
GRODSKY ADMINISTRATION BUILDING
700 N SCHOENBECK RD
PROSPECT HEIGHTS, IL 60070 at 5:30 PM

Create opportunities that inspire all students to grow as learners, individuals, and citizens.

AGENDA

- I. Call to Order
- II. Discussion Items
 - A. TRS Audit
The Teachers' Retirement System of Illinois selected District 23 to participate in a field audit in early December. The purpose of the audit is to ensure correct earnings information and census data have been provided to TRS. Detailed contract and payroll information was requested for several staff members. The Human Resources Department and Business Office complied with the request within the required timeframe. On December 17th, we received a request from TRS for additional information and are working to provide that information as quickly as possible.
 - B. Student Fee Recommendation 3
We have prepared a brief overview of the annual student fees. At this time, administration is not recommending an increase in fees for the 2021-22 school year.
 - C. Update on Lexington Development and Establishment of TIF District 5
The District has been following the City's plan for redevelopment of the land adjacent to Muir Park and inclusive of the Jolly Fun House Academy. We have attended City meetings and have been in regular contact with City Administration as their plans have progressed. We have provided the attached update for the Committee's review.
 - D. Financing Discussion and Strategy for Addressing FY2021 Needs 7
We have identified a few items that need further discussion and will require prioritization of funding in the areas of Technology, Summer Instruction and Capital Projects. We have attached a document for the Committee's review that addresses each of these areas and a plan for meeting the funding gap.
 - E. FOIA Request - SmartProcure
One request for information was received in accordance with the Freedom of Information Act from Smart Procure, requesting vendor and purchase order information. All requests were responded to within the appropriate timeframe by the Business Office.
 - F. Financial Reporting to the Board 15
Monthly review of Year to Date Revenue and Expenditures
- III. Old Business
 - A. Approval of Minutes - Finance Committee Meeting of November 30, 2020 18
The Finance Committee recommends approval of the minutes from the November 30, 2020 meeting as written.
- IV. New Business
- V. Adjournment

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AGENDA

DISTRICT ORGANIZATIONAL GOALS

- **Student Success:** Ensure all students are well rounded and emotionally and academically prepared for success in high school.
- **Teaching, Learning, and Innovation:** Encourage a learning environment that emphasizes excellence and retains high-quality staff.
- **Family and Community Partnership:** Actively engage and communicate with all families to foster collaborative relationships that benefit student learning and understanding of district priorities.
- **Sustainable Resources:** Advance effective use of resources to support safe, learner ready facilities that maximize student learning.



**Prospect Heights School District 23
Finance Committee
Information Item**

Date: January 4, 2021

Subject: Recommendation for Registration, Lunch and Milk Fees for the 2021-22 School Year

Contact: Amy McPartlin, Assistant Superintendent for Finance & Operations

BACKGROUND:

On an annual basis, the Administration reviews the current fee structure and its alignment with District expenditures. At this point, we are recommending that all existing student fees remain the same for the 2021-22 school year based upon the current environment and the financial insecurity for many of our families.

PROPOSED 2021-22 STUDENT FEES:

Student Registration Fees

GRADE(S)	AMOUNT
Kindergarten	\$ 75
Grades 1 - 3	\$150
Grades 4 - 5	\$195
Grades 6 - 8	\$250

Student 1:1 Device Protection Plan Fees

The 1:1 Device Protection Plan Fee proposed for the 2021-22 school year is \$35 per student. As all students are now fully 1:1, the fee will be assessed to all students (K-8). The fee will be included in the total cost of registration but charged as a separate line item.

Student Lunch Fees

The current contract with Organic Life does not allow for an annual escalation so the fees below reflect no change in the K-5 lunch cost from the prior year. We anticipate the Summer Food Program’s reimbursement to end later this spring and with that, we will transition back to our agreed upon bid pricing. The cost for milk will remain the same. One milk is included with the meal. Only a second meal will be charged to a student's account.

Proposed 2021-22 Student Lunch Fees:

GRADE(S)	Current Amount (SFSP)	Bid Amount	Amount for 2021-22
Grades K – 5 (Lunch)	\$2.37	\$1.37	\$2.90
Grades 6 – 8 (Lunch)	\$3.34	\$2.34	\$3.10
Grades 6 – 8 (Second Milk)		\$.95	\$0.55

Fee Payment Incentive

Fee collection shall be July 1st - July 31st with no increase. Beginning August 1st, the District will charge a 20% fee for late payment. For families who register new to the District beyond the July 31st window, no late charge will be applied if fees are paid within 30 days of registration.

The Business Office continues to work with our families to establish proactive payment plans and fee waivers for those families that qualify.

Conclusion

The Administration recommends the fees proposed above for approval for the 2021-22 school year.



Prospect Heights School District 23 Finance Committee Information Item

Date: January 4, 2021

Subject: Status of Prospect Heights TIF & Lexington Homes Development

Contact: Amy McPartlin, Assistant Superintendent for Finance & Operations

For over the past year, the District has been following the City's plan for redevelopment of the land adjacent to Muir park and inclusive of the Jolly Fun House Academy. We have attended City meetings and have been in regular contact with City Administration as their plans have progressed. While we realize that the municipality can certainly exercise its ability to create the proposed TIF with limited taxing body input, we recognize the long term implications this may have for the District and believe it's essential to be "at the table" in advocating for the needs of District 23.

We have received formal notifications of meetings and have continued to share in discussions with District 214, as a partnering taxing body. Initial plans have been approved for a 69 unit townhome community and early projections show an impact of 15 new students for District 23.

We have reviewed the Prospect Pointe/Muir Park Tax Increment Financing Area Plan. The developer, Lexington Homes, is expected to apply for TIF assistance for such project costs as well construction, fire suppression requirements, stormwater management and other factors. As you know, Prospect Heights does not have municipal lake water service in this area, which creates further development challenges.

While the City has attempted to be surgical in mapping area boundaries for considered neighborhood public improvements. The establishment of the Tax Increment Financing (TIF) District does have some significant consequences for the assessed valuation and subsequent property tax revenue for the District. As this new development falls within the boundaries of Districts 23 and 214, we are jointly working with Franczek Attorney, Ares Dalianis to determine the potential impact and the best course of action for both districts.

In our meeting with the City on the 22nd, we articulated some concerns regarding the establishment of the TIF district and requested the following:

- Establishment of impact fees for the benefit of the District (from the Developer to the City to the District)

- Guaranteed payment from the City each year equal to 27% on the incremental property taxes for the townhome parcel
- Developer contribution to the District directly
- Duration of the TIF District

We will be attending the meeting of the Joint Review Board in early January and will continue to keep the Board apprised of those plans and developments as the discussions proceed.



PROSPECT HEIGHTS DISTRICT 23 FINANCE COMMITTEE INFORMATION ITEM

Date: January 4, 2021

Title: Discussion of Financing Strategy to Address Summer School, Technology and Capital Projects

Contact: Amy McPartlin, Assistant Superintendent for Finance & Operations

SUMMARY:

As we are now at the halfway point of the year, we can gain a better perspective on District finances, looking at our actual spend in comparison to our overall budget. We can set priorities for the remainder of the fiscal year and look through a newer lens to identify the impact that COVID-19 has had on student learning and determine different ways to address both the ongoing needs and bridge any gaps.

We have identified a few items that need further discussion and will require prioritization of funding in the areas of Technology, Summer Instruction and Capital Projects.

TECHNOLOGY NEEDS:

As we shared in our last Finance Committee Meeting and recent Board Updates, the unanticipated staffing changes in the Technology Department have provided us with an opportunity to plan for the District's technology needs from a more holistic perspective. Through service enhancements and staffing changes, we can better plan for our short and longer-term technology needs.

The Technology Department has interviewed candidates for the Technology Engineer and the Technology Support Technician positions and are in the process of negotiating contracts. We anticipate a net savings of approximately \$12,000 due to the change in the Engineer position.

Following a comprehensive RFP process, for Managed Network and Cybersecurity Services, the Business Office and Technology Department are in the process of finalization with a selected vendor. To date, further negotiations with the preferred vendor have been successful and have resulted in significant savings to the District over a three year (2021, 2022 and 2023) term. A final recommendation and contract will be brought to the Board in January.

Plan to Address Technology Needs:

Additional costs for the Managed Network and Cybersecurity Services for the February 1st - June 30th timeframe will total \$45,765 and can be covered with remaining technology

contingency funds and funds allocated to the network infrastructure line item within the technology budget. The account breakdown to address this expense is as follows:

FY21 Option for Addressing Tech. Initial Needs	Account	FY2021 Original Budget Amount	Amount to be Allocated to Network Management/ Cybersecurity	Remaining Account Balance
Tech. Contingency	2225.450.01.0000	\$25,000.00	\$16,300.00	\$0.00
Tech. - Network Infrastructure	2225.553.01.5048	\$30,000.00	\$10,000.00	\$20,000.00
Misc. Tech Department Services Not Needed in FY21	2225.3XX.01.XXXX	\$7,500.00	\$7,500.00	\$0.00
Tech. Dept. Salary Savings	2225.109.01.0000		\$12,000.00	\$0.00
TOTAL for 2/1 - 6/30/2020			\$45,800.00	

This plan would exhaust the Technology Contingency account and leave \$20,000 available in the Technology Infrastructure account to use for other Technology needs.

As we move into FY2022, costs for the requested Network Management and Cybersecurity Services will total \$85,000/year. We are working to make adjustments to the Technology Department’s budgetary allocations for FY2022 and anticipate needing to include an additional allocation to the Technology budget to be able to continue these services moving forward.

SUMMER INSTRUCTION NEEDS:

Through ongoing discussions with the Administration and the building leadership teams, the goal of meeting the needs of all of our students during the summer months has become a priority. Through the continuation of the Extended School Year Program for our Special Education students and the development of a summer school program for our general education students that may be experiencing learning loss due to COVID, we can address learning deficiencies in a more proactive manner.

The tables on the following pages represent the initial planning and discussions for both the ESY and General Education Summer School Programs for June - July, 2021:

2021 Summer School Programs (ESY and Proposed General Education)	
Hybrid Summer School and ESY will run parallel programs	
ESY to be held at Ike - Gen. Ed. to be held at Ross & Mac (16 Classrooms)	
Dates: 6/14/20 - 7/15/2020	
Monday - Thursday (20 - 1/2 School Days)	
ESY Staff: 8:00 - 12:00 (80 Hours) + 8 Hours for IEP Work	ESY Students: 8:30 - 11:50
General Ed. Staff: 8:00 am-12:00 pm (80 Hours)	General Ed. Students: 9:00 am-12:00 pm (60 Hours)

The newly proposed General Education Program would address areas of learning loss in our general education students and consist of the following:

Proposed General Education Program Needs (EC at Risk - Gr. 7)				
Anticipated Expenditures	Proposed Stipend	No. of Staff	Hourly Rate	Total
22 Teachers (2 Staff/Grade Level = 16 + 4 Bilingual + 2 At-Risk) 80 Hours	\$2,400.00	22	\$30.00	\$52,800.00
2 - Coordinators (Ross & Mac) 100 Hours	\$3,000.00	2	\$30.00	\$6,000.00
Supplies				\$2,500.00
Transportation (6 AM/PM @ \$301)	\$1,806.00		Daily Cost - 6 Routes	\$36,120.00
TOTAL FULL YEAR COSTS OF GENERAL ED SUMMER SCHOOL				\$97,420.00
GENL ED. SUMMER SCHOOL BUDGETARY IMPLICATIONS	TOTAL - 1 Session (June AND July)	Needed for FY21 (JUNE)	FY22 Budget Amount - July '21 & June '22)	
FUND 10 - Regular Ed.	\$61,300.00	\$30,650.00	\$61,300.00	
FUND 40 - Transportation	\$36,120.00	\$18,060.00	\$36,120.00	

We are currently planning to address the General Education Summer School need for the 2021 Summer. Should the Administration and Board decide to proceed with a 2022 Summer School program, programmatic needs will be budgeted accordingly in the appropriate fiscal year.

The Extended School Year Program (ESY) would continue to run as it has in the past and consist of the following:

ESY (Special Education) Program Needs: (EC-7th SpEd)				
Anticipated Expenditures	No. of Hours	No. of Staff	Average Hourly Rate	Total
ESY Certified Teachers	88	10	\$40.00	\$35,200.00
ESY Counselor - Certified SW/Psych	88	1	\$40.00	\$3,520.00
ESY SLP - Certified	88	2	\$45.00	\$7,920.00
ESY Coordinator - Certified	120	1	\$60.00	\$7,200.00

ESY OT/PT	88	3	\$77.00	\$20,328.00
ESY ESP's	80	20	\$20.00	\$32,000.00
Nurse - Ike	80	1	\$45.00	\$3,600.00
LPN - Ike	80	2	\$25.00	\$4,000.00
Nurse - Ross/Mac	80	1	\$45.00	\$3,600.00
ESY - Addl. Contracted Services	Estimate			\$10,000.00
Supplies				\$2,000.00
Transportation (3 AM/PM @ \$301)	\$903.00	Daily Cost - 3 Routes		\$18,060.00
TOTAL FULL-YEAR ESY COSTS				\$147,428.00
ESY BUDGETARY IMPLICATIONS		TOTAL	Needed for FY21 (JUNE)	FY22 Budget Amount (July '21 & June '22)
FUND 10 - Special Ed.	\$129,368.00	\$64,684.00	\$129,368.00	\$129,368.00
FUND 40 - Transportation	\$18,060.00	\$9,030.00	\$18,060.00	\$18,060.00

Because summer school crosses two fiscal years, it can be a bit more confusing to budget for. Due to an oversight on my part and uncertainty of programming due to COVID, I neglected to budget adequately for the ESY program, And while the ESY Program will need additional funding, the General Ed. Program will need an entirely new allocation of funds.

Plan to Address Summer Instruction Needs:

While the remaining current contingencies in the Education Fund can absorb the full FY21 ESY obligation from the July, 2020 (\$52,000) and the June, 2021 (\$64,684) program:

Plan for Addressing FY21 ESY Programmatic Needs	FY2021 Original Budget Amount	Current Balance	Amount to be Allocated to ESY SpEd Program	Remaining Account Balance
Total Needed for FY21 ESY Program (July, 2020 and June 2021)			\$116,684.00	
Fund 10 - General Contingency	\$110,000.00	\$105,000.00	\$93,000.00	\$12,000.00
Fund 10 - First Grade Contingency	\$58,000.00	\$24,000.00	\$24,000.00	\$0.00
TOTAL		\$129,000.00	\$117,000.00	\$12,000.00

We also need to address the costs of the proposed General Ed. Program. The current COVID environment puts us in a unique position of expenditure flexibility due to school closures and inherent cost savings in several purchased service line items. One area where we have seen a significant savings is in the area of transportation. In looking at our expenditures to date, they are currently running \$401,000 under budget. I would recommend making a one time transfer from the Transportation Fund to the Ed. Fund in the amount of \$100,000 to cover the additional costs of the General Ed Summer Program. The addition of this amount to the Ed. Fund would adequately cover the costs for the proposed 2021 program (\$61,300 total for June and July). The cost of summer school transportation for the General Ed. Program would still be able to be covered by the Fund 40 unused purchased service allocations.

CAPITAL PROJECT NEEDS:

Our updated Capital Improvement Plan will be presented by Brian Rominski at the January Board Meeting and demonstrates the need for continued long range planning for financial sustainability. The work planned for this Summer 2021 is being funded from the current Fund 20 and Fund 60 allocations and projected to be \$1,184,200. Future projects will include HVAC retrofits, roofing, siding, windows, paving, and other repair and maintenance needs to be determined by priority and impact each year.

Plan to Address Capital Project Needs:

As discussed previously, we are pursuing the acceleration of our bonding capacity to take advantage of favorable borrowing rates. In consultation with Elizabeth Hennessy of Raymond James, we will begin the process in March. The funds will be available for us in June and used for projects in the FY22 budget cycle.

FIVE YEAR FINANCIAL PROJECTIONS

The following three charts depict several scenarios that we will discuss in a bit more detail both in our Finance Committee meeting and in the January Board meeting. Chart A. shows the five year projection with modifications made only to our levy strategy. As I have discussed with Finance and the Board, we made an effort to bolster the Education Fund by shifting funds from Transportation and Tort. Those shifts were adjusted back down after the 2020 levy and projected out with only slight adjustments to the Working Cash Fund.

CHART A. (Levy Adjustments Only)

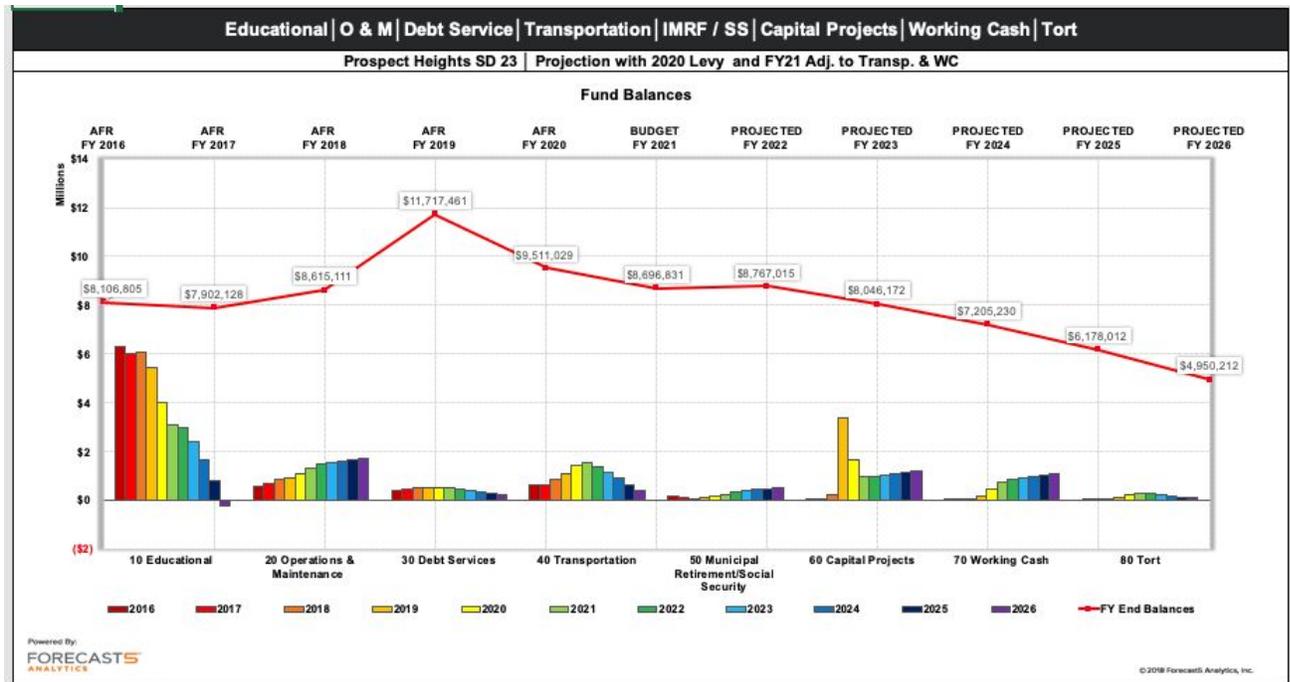


Chart B. shows the three bond issuances in addition to the levy adjustments in A. As discussed with Elizabeth Hennessey, the District may take advantage of additional bond issuances in 2021 (\$3M), 2023 (\$2M) and 2026 (\$2M). These bond proceeds would be deposited to the Working Cash Fund and then transferred into Fund 60 (or Fund 20) for use on Capital Projects.

CHART B. (Levy Adjustments & Bond Issuance)

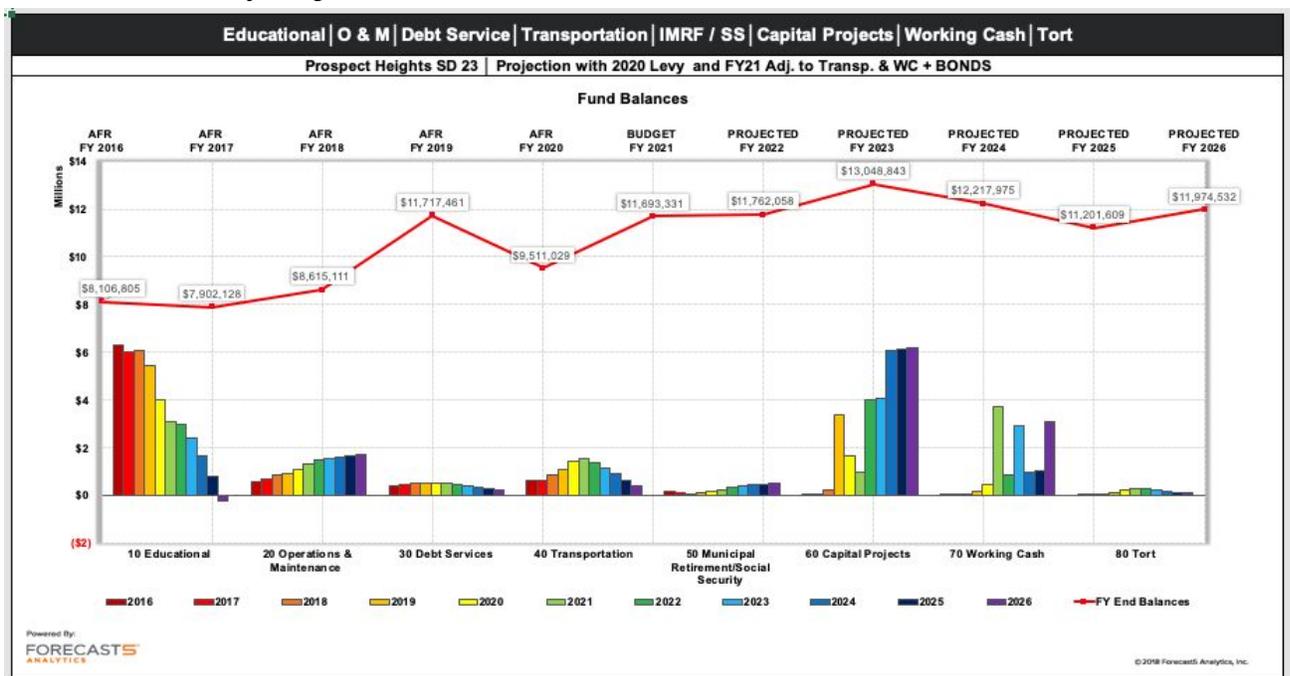
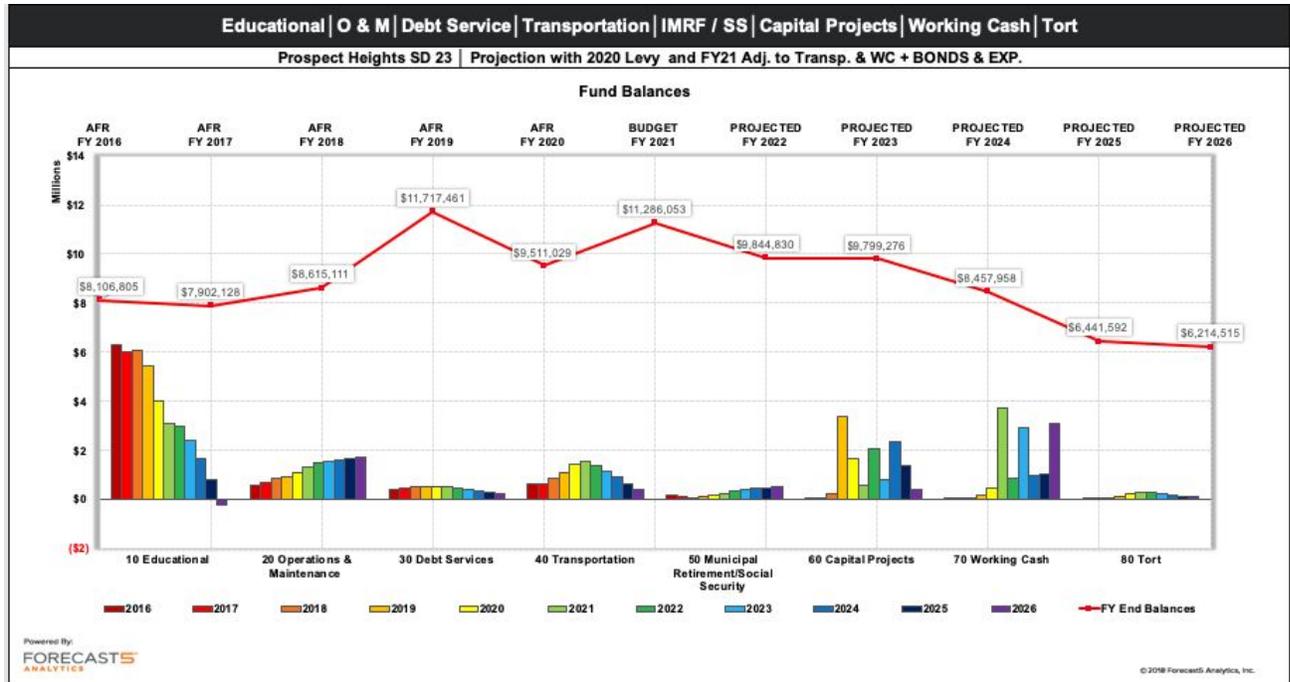


Chart C. represents both the levy adjustments and the bond issuance and also incorporates the Fund 60 Capital Projects work that has been identified for completion throughout the District. As is the case with tax exempt bonds, the District must spend 5% of the proceeds within six months and then may spend the remainder over the following three years.

CHART C. (Levy Adjustments, Bond Issuance & Capital Project Expenditures)



One thing to keep in mind, these projections do not address the nagging challenges of a potential pension cost-shift or a potential reduction in property tax collections or State funding. Aside from the levy adjustments and charts depicting the bond issuances, revenues are projected as flat, which may be a bit more conservative than actual. These adjustments do however, largely address the capital needs of the District while shoring up our fund balances and eliminating the pressing concern of dwindling funds in the Education Fund.

NEXT STEPS

The COVID environment has forced us to be flexible as we pivot our focus, and often our resources, to the more immediate situations at hand. The dates below are the “next steps” in our financial plan to meet the goals we have discussed here:

1. Board approval of Network Management & Cybersecurity contract (1/13/21)
2. Board approval of capital projects contracts (2/10/21 and 3/10/21)
3. Board discussion of bond issuance (2/10/21)
4. Board approval of Resolution of Intent to Issue Bonds (03/10/21)
5. Board discussion of budget parameters (3/10/21)
6. Board holds Public Hearing on bond issuance (4/14/21)
7. Board approves interfund transfer from Transportation to Education (04/14/21)

8. Board approves Parameters for Bond Issuance Resolution (5/12/21)
9. Bond sale and closure (May/June, 2021)

As we have done throughout the year, we will continue to work proactively, to address the changing needs of our students and our District, and ensure that we keep the Board and its committees fully informed along the way.

Budget Performance Update

FY21+ Prospect Heights 23 (Initial Base Scenario)

Fund summary basis: Operating Funds

Month of November (fiscal year 2021):

- ↓ Total MTD Revenues: \$295,572; under plan* (unfavorable) by **-\$72,975**
- ↓ Total MTD Expenditures: \$1,725,270; under plan (favorable) by **-\$362,268**

Fiscal year to date (July-November):

↑ Total YTD Revenues: \$10,992,945 (45.0% of annual budget compared to 43.5% prior YTD); over plan (favorable) year-to-date (YTD) by **+\$289,842**

- ↓ 1000 Local Sources: **-\$211,622**
- 2000 Flow-Through Sources: +\$0
- ↑ 3000 State Sources: **+\$130,353**
- ↑ 4000 Federal Sources: **+\$371,614**
- ↓ 7000 Other Financing Sources: **-\$504**

↓ Total YTD Expenditures: \$6,935,227 (28.3% of annual budget compared to 31.9% prior YTD); under plan (favorable) year-to-date (YTD) by **-\$920,527**

- ↓ 000 Transfer: **-\$323**
- ↓ 100 Salaries: **-\$74,404**
- ↓ 200 Employee Benefits: **-\$50,028**
- ↓ 300 Purchased Services: **-\$643,858**
- ↑ 400 Supplies & Materials: **+\$9,409**
- ↓ 500 Capital Outlay: **-\$126,326**
- ↓ 600 Other Objects: **-\$34,996**
- 700 Non-Capitalized Equipment: +\$0

End of Fiscal Year Projection

	Projected	Annual Budget	Variance
Total Revenues	\$24,711,975	\$24,422,133	+\$289,842
Total Expenditures	\$23,606,359	\$24,526,886	-\$920,527
Difference	↑+\$1,105,616	-\$104,753	+\$1,210,369

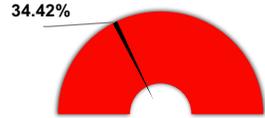
* Plan equals budgeted amount including any assumptions for all periods (Trend Amount).

For further details, refer to the current base scenario [Initial Base Scenario](#) in 5Cast *Plus*.

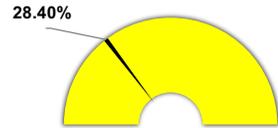
Educational | Operations and Maintenance | Transportation | IMRF | Working Cash | Tort

For the Period Ending November 30, 2020

Projected Year-End Balances as % of Budgeted Expenditures



Actual YTD Expenditures



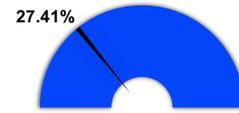
Projected YTD Expenditures 32.17%

Actual YTD Salaries / Benefits



Projected YTD Salaries / Benefits 29.42%

Actual YTD Other Objects



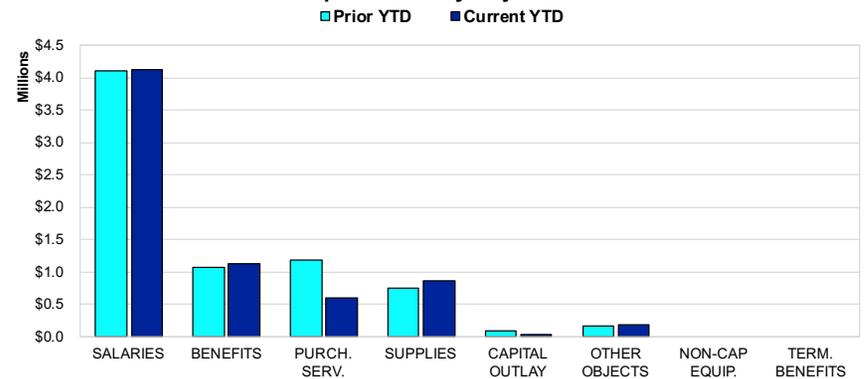
Projected YTD Other Objects 40.39%

All Funds | Top 10 Expenditures by Program YTD

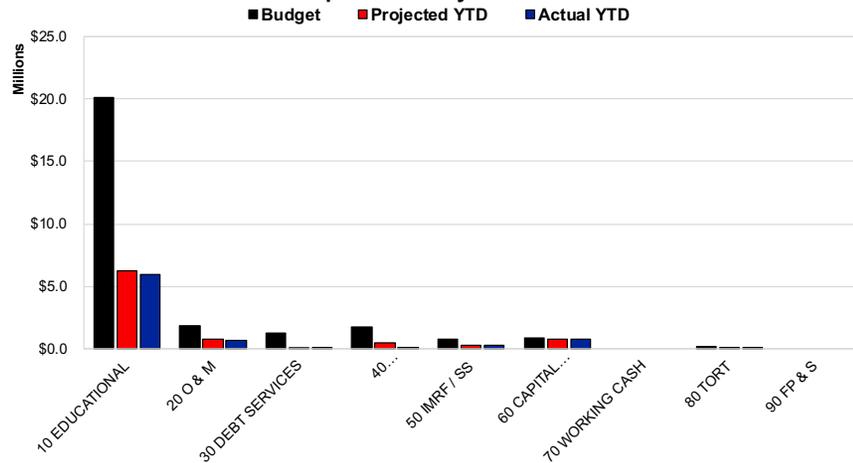
Support Services - Business	\$2,088,325
Regular Programs	\$1,908,400
Special Education/Remedial Programs	\$890,897
Support Services - Instructional Staff	\$771,818
Support Services - Pupils	\$610,309
Support Services - School Administration	\$447,050
Support Services - General Administration	\$269,659
Bilingual Programs	\$178,254
Support Services - Central	\$175,663
Truant Alternative & Optional Programs	\$116,453

Percent of Total Expenditures Year-to-Date **92.20%**

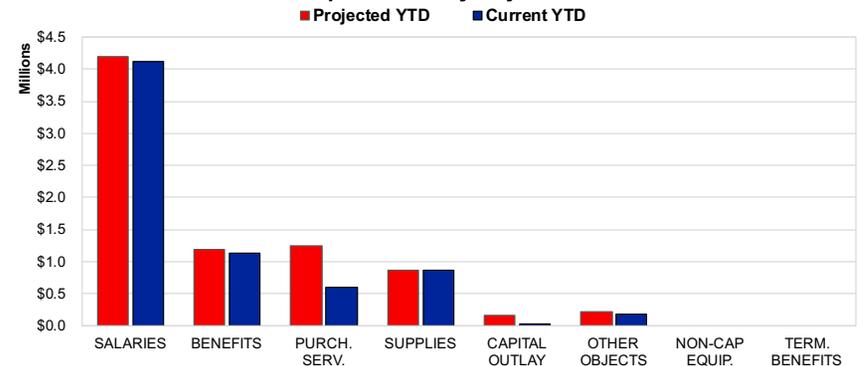
Expenditures by Object



Expenditures by Fund



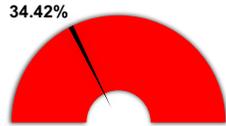
Expenditures by Object



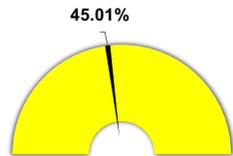
Educational | Operations and Maintenance | Transportation | IMRF | Working Cash | Tort

For the Period Ending November 30, 2020

Projected Year-End Balances as % of Budgeted Revenue

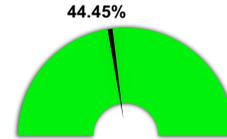


Actual YTD Revenues



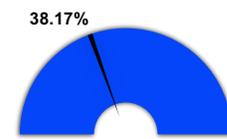
Projected YTD Revenues 43.82%

Actual YTD Local Sources



Projected YTD Local Sources 45.49%

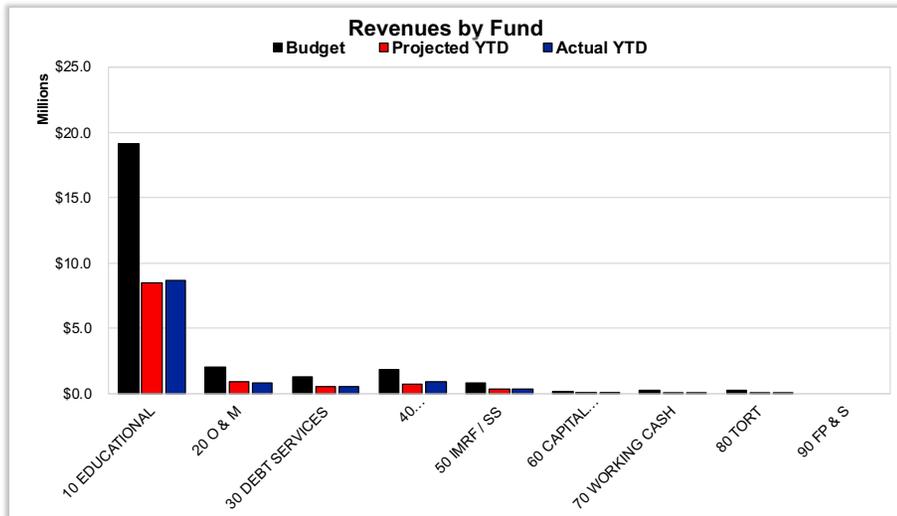
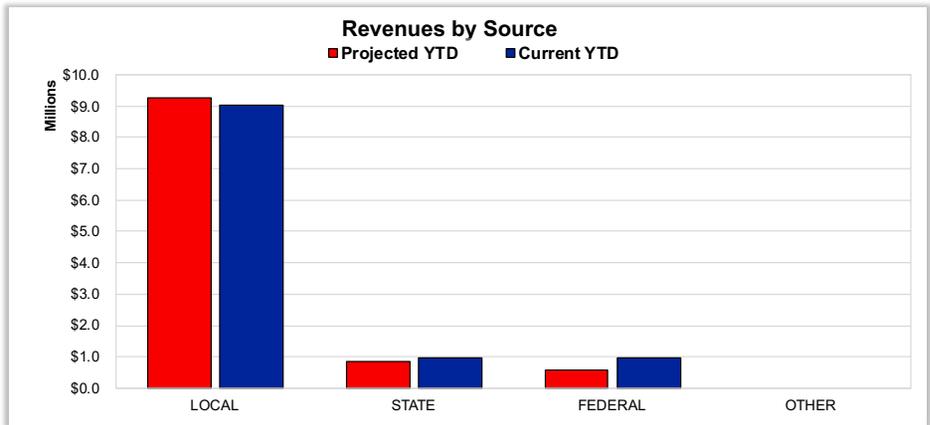
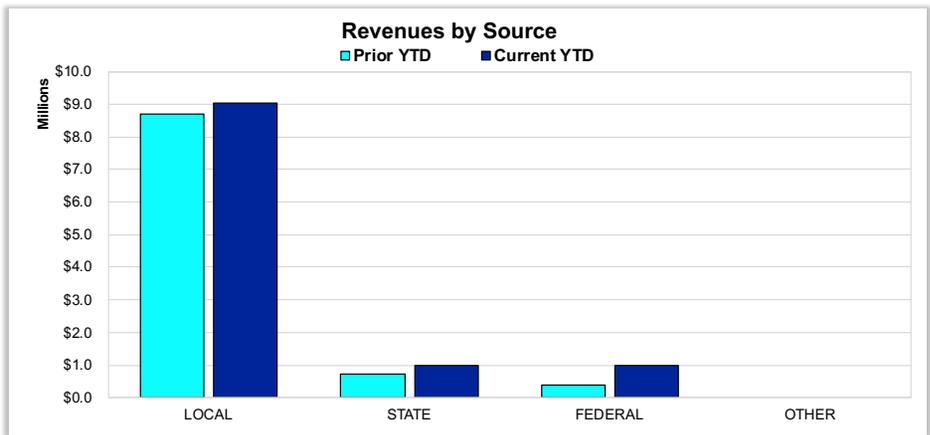
Actual YTD State Sources



Projected YTD State Sources 33.09%

All Funds | Top 10 Sources of Revenue YTD

Ad Valorem Taxes	\$9,283,849
Unrestricted Grants-in-Aid	\$656,664
Food Service	\$483,387
State Transportation Reimbursement	\$250,318
Textbook Income	\$221,227
Restricted Grants-In-Aid Received from the Federal Govt Thru	\$193,848
Federal Special Education	\$189,833
Title I	\$77,726
Other Revenue from Local Sources	\$52,091
3900s	\$51,103
Percent of Total Revenues Year-to-Date	98.96%



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, November 30, 2020, beginning at 5:30 PM in the Grodsky Administration Building
700 N Schoenbeck Rd
Prospect Heights, IL 60070

I. Call to Order: 5:35 Members: Botwinski, Paul , Peters; Admin: Angelaccio, Zaher, and McPartlin

II. Discussion Items

A. FEMA Update

Amy McPartlin shared the recent update from FEMA regarding the initial reimbursement of \$33,390 for costs due to the ongoing management of the pandemic.

B. 2020 Final Tax Levy

We discussed the final 2020 tax levy which will be presented for approval at the December 9, 2020 BOE meeting. After additional review, the levy document remains unchanged from the tentative. A copy of the Truth in Taxation Hearing Notice for publication has been attached for review.

C. Discussion of EDP Fees

The Business Office has met with the Director of EDP to discuss the program and its needs for the coming year. At this time, Administration is not recommending any increase in fees for the 2021-22 school year.

D. Annual Statement of Affairs

District 23 has complied with Section 10-17 of the School Code (105 ILCS 5/10-17) requiring school districts to publish in a local newspaper annually, an Annual Statement of Affairs summary report. To meet this requirement the district must:

- Publish an ASA summary in a newspaper of general circulation by December 1, annually,
- Submit the ASA to the State Board of Education (ISBE) for posting on the agency's website by December 15, annually and
- Retain copies of the ASA in the school district's office

E. Financial Reporting to the Board

Monthly review of Year to Date Revenue and Expenditures

III. Old Business

A. Approval of Minutes - Finance Committee Meeting of November 2, 2020

The Finance Committee recommends approval of the minutes from the November 2, 2020 meeting as written. Moved by Peters; Second by Paul; 3-0

IV. New Business

V. Adjournment 6:11pm