

GLENBROOK HIGH SCHOOL DISTRICT 225

FINANCE COMMITTEE MINUTES

February 4, 2020 7:31 AM – 8:51 AM

Administration Building - Public Meeting Room 100A

Members Present: Doughty, Fagel, Finan, Gravel, Johns, Ptak, Raflones, Swanson, Taub, Williams, Wright

Also Present: Todd Keeler (GBN), Mark Knoepfel (GBS)

Agenda Item #1: Call to Order

A regular meeting of the Finance Committee was held in the Public Meeting Room 100A at the Administration Building on February 4, 2020. The meeting convened at 7:31 AM.

Agenda Item #2: Recognition of Community Visitors

There were no community members present at the meeting.

Agenda Item #3: Financial Model Forecast Update

Dr. Gravel shared with the committee that this fall the Business Services team partnered with Forecast 5 Analytics, to update the district's existing financial forecast. Dr. Gravel explained in detail the various revenue and expenditure assumptions, and a graphical representation of projected fund balances for the next five years. The forecast indicates that fund balances are projected to remain stable while adhering to the Board of Education's goal that the district maintains a fund balance in the amount of 33% of next year's estimated expenditures.

The committee discussed reviewing the financial forecast on a routine basis (twice per year), and also sharing elements of the forecast with the community such as changes in revenue and property valuations. The committee also discussed the possibility of reviewing the Board's fund balance goal in the future, to determine if 33% is still the correct amount.

Agenda Item #4: School Operating Budgets for Fiscal Year 2020-21

Dr. Ptak presented the school operating budgets for the 2020-21 fiscal year. The operating budgets provide for the operational needs of each school. The Business

Services and school leadership teams conducted a detailed review of expenditure trends. The process provided an opportunity to review how funds have been allocated and utilized over the past four years. The allocations were broken down into enrollment driven expenditures (approximately 25%) and general school expenditures (approximately 75%).

The committee discussed two changes to the formula used to determine the operating budgets. This includes the transition of capital project expenses to a shared district capital projects budget and the elimination of the facilities allocation.

Agenda Item #5: Student Fees for the 2020-21 School Year

Dr. Gravel presented the recommendations for student fees for the 2020-21 school year. He explained that all students attending the Glenbrook High Schools, or receiving educational services through the school district are assessed two general fees: Chromebook fee and registration fee. Additional user fees include driver education, instrument rental, parking, and transportation. Student fees were recommended to remain at the prior year's level with the exception of the preschool tuition fee.

After a review of the preschool program's financial reports, it was determined that tuition has historically accounted for approximately 40% of expenditures. In projecting the expenses for the 2020-21 school year, it was recommended that there be a rate increase from \$160 to \$180 per day of enrollment.

Agenda Item #6: Transportation Fee for the 2020-21 School Year

Dr. Gravel provided an overview of transportation services at Glenbrook, including historical bus sales stable ridership levels from 2015-16 through 2019-20.

Due to a 31% increase in transportation costs under the newly negotiated agreement with First Student, the cost of a bus pass for the 2020-21 school year would be \$1,100. To minimize the fee impact to households, it was recommended that the Board of Education consider subsidizing the cost of a bus pass by \$212, reducing the cost to parents from \$1,100 to \$900. This price would result in rates of \$5.06 per day or \$2.53 per ride rate, an increase of only \$0.57 per day from this current school year. This item will be presented to the full Board of Education for discussion on Monday, February 10, 2020.

Agenda Item #7: Procurement Card Program Update

Dr. Gravel presented historical information in regards to the procurement card (PCard) program. The PCard program enables the school district to issue limited access credit cards for use in purchasing goods and services for the school district. Any transaction processed with a PCard requires pre-approval from an administrator.

Dr. Gravel shared that the Business Services team initiated a comprehensive review of our current program in relation to other options, and CapitalOne emerged as a program with many unique features. BMO, our current PCard provider offers rebates of 1.2%, while CapitalOne's PCard program offers rebates of 1.5%.

The Business Services team will begin a pilot program of the CapitalOne PCard with a limited group of district office departments this spring. Should the pilot program prove to be successful, the PCard program will be fully transitioned to CapitalOne effective July 1, 2020.

Agenda Item #8: Other Topics

No other topics were discussed.

Agenda Item #9: Adjournment

The meeting adjourned at 8:51 AM.

The next Finance Committee Meeting will be scheduled for April or May, 2020.