

GLENBROOK HIGH SCHOOL DISTRICT 225

FINANCE COMMITTEE MINUTES

October 5, 2017 7:33 AM – 9:08 AM

Administration Building - Public Meeting Room 100A

Members Present: Doughty, Fagel, Finan, Frandson, Gravel, Ptak, Riggle, Swanson, Tarver, Taub. Wright

Also Present: Williamson

Members Absent: Geddeis, Hanley, Rafloros

Agenda Item #1: Call to Order

A regular meeting of the Finance Committee was held in Room 100A at the Glenbrook High School District 225 District Office on October 5, 2017. The meeting convened at 7:33 AM.

Agenda Item #2: Review of the Student Transportation Program

Dr. Gravel presented revenue and expenses in regards to to/from student school transportation. He informed the committee that currently the district has 26 bus routes, 10 at Glenbrook North and 16 at Glenbrook South, with a combined ridership of approximately 1,000 riders. He explained that we also budgeted for one additional round trip bus as a contingency. He further explained that the annual cost of to/from student transportation is \$791,217 or \$819 per rider. To minimize the financial impact to households as a result of increasing costs, the Board of Education took action to subsidize a portion of each pass for the 2017-2018 school year.

Dr. Gravel shared with the committee that historically bus routes were based on clusters of the student population, and much like Metra, Pace and CTA, stayed constant and stable over many years. This year, the bus routing was designed based on addresses of those families that registered for student transportation. This change in routing has been well received by both parents and students.

Dr. Gravel also introduced a new mobile app for parents and students called FirstView. The FirstView app enables parents to monitor their student's bus arrival in real time. Both parents and students are enthusiastically awaiting the roll out of this new feature before the end of

October.

The discussion continued regarding the future of to/from student transportation, and topics the Board of Education will need to consider in the future. The committee will be presented with additional data regarding ridership and expenses in a future meeting. Some of the areas to be looked at, include: total number of buses servicing students, the maximum amount of time students should be on a bus, the earliest students can be dropped off at school in the morning, and how the District should financially support transportation. Using this information, the Board will then be able to engage in a larger discussion regarding school start and end times.

Agenda Item #3: Developing Guidelines for Large Purchase Reviews by the Board

Dr. Gravel presented several sample budget and expenditure reports that are reviewed by the Board of Education periodically during the year. Additionally, Dr. Gravel and Dr. Ptak explained the purchasing requirements that are outlined in Illinois School Code. Using this information as a starting point, several questions were presented to the committee:

- What is the monetary threshold of purchases that should be brought to the Board of Education for approval before purchases can be made?
- If descriptions of larger purchases are provided at the time a portion of the budget is approved by the Board of Education, does the Board want to review more information prior to a purchase being finalized?

The committee was in agreement that if information regarding purchases is outlined in a budget proposal, that additional information does not need to be presented prior to purchase to the Board, unless required by policy or school code.

Agenda Item #4: Reviewing Processes for Large Facility Projects

Dr. Gravel and Dr. Ptak reminded the committee that many of the district's recent projects are funded through life safety bond proceeds, while other projects require the Board's consideration of utilizing operating funds or fund balance. The question for discussion was,

- Should the district have the financial discussion, (what will it cost and how will it be funded), before projects are brought forth to the board for approval?

A board member suggested that at the next meeting, Dr. Gravel prepare information that would show the committee the historical amounts the District has spent on large facility projects, based on funding type (e.g. operating, bond proceeds)

Agenda Item #5: Other

Dr. Gravel explained that at the next Finance Committee Meeting he will discuss the estimated tax levy, as well as a proposal for a new audit services company. Dr. Ptak will also be presenting a review of the district's enrollment projections.

Agenda Item #8: Adjournment

The meeting adjourned at 9:08 AM.

The next Finance Committee Meeting date will be November 7, 2017.