



Finance/Facilities Committee **Official Minutes**

Facilitator: Ron O'Connor

Date: August 3, 2021

Location: **Via Zoom**

Time: 3:30 p.m. to 4:30 p.m.

Attendees

Members:

Randy Reid

Joe Sagerer

Mardell Schumacher

Dr. Terri Bresnahan

Ron O'Connor

Janet Russo

Albert Tijerina

PLEASE NOTE: If you would like to participate in this meeting and are unavailable to meet in person, please contact the committee chair, Ron O'Connor, at occonnor.ron@ccsd59.org at least 15 minutes prior to the start of the meeting, and you will be sent the login credentials to join the meeting online. Please feel free to contact Ron O'Connor if you have any further questions.

Meeting Called to Action:

Outcomes:

1. Share and review CCSD59 financial/facilities information and make recommendations to the full Board of Education.

Agenda:

1. Discussion and Information Items: 3:32 pm.
 - a. Approval of minutes from [07.06.21](#) - approved
 - b. Treasurer's Report/Cash Flow ([link](#)) - The group looked at projected versus real revenues. Future concerns by administration include increments for this coming year. Bus costs were also discussed. Mr. Reid would like to see the cost of bringing busing in house.

- c. Controls Audit (Outside Auditor) - Baker Tilly looks at this and brings recommendations. If there are control issues, they write it into their reports. Mr. Reid asked about internal audits and controls? Could anyone besides Baker Tilly look? Mr. O'Connor mentioned mapping out and documenting all processes. Dr. Bresnahan recommended the administration get a quote or two on an internal audit. Mr. O'Connor mentioned the process of a Meritorious Budget Award submitted to ASBO International and GFOA.
 - d. Secured Vestibule Update - Nicholas/Arcon are on pace to be finished up on Friday. Contractors may be there for touch ups on Saturday, followed by a walkthrough for punch list items on Wednesday. Punch list will dictate how many touch ups will occur. Construction clean for Low is this Thursday. Brentwood Friday, Clearmont is Saturday, August 9.
 - e. Final Camera Proposal - This will be collected in the next week or two. Mr. Tijerina revisited our schools and created a spec. For example, there are two servers in-district. An additional may be needed.
 - f. Final Water Fountain Proposal ([link](#)) - quotes are attached. This will be a discussion item at the next BOE meeting.
 - g. Legal Fees Additional Notes ([link](#)) - Notes to demonstrate which firms do a particular part of our business.
 - h. Mt. Prospect IGA - Mt. Prospect would like to put actions with the district into IGA's going forward. This includes park equipment, facility use, Kids Club, and others. Mr. O'Connor will talk to Arlington Heights as well as Des Plaines. He will also ask if MPPD has one with other schools.
 - i. Phase II Update - Info has been coming in every Friday. Paving, asphalt, HVAC are on schedule. A/C will be running by monday. Some roofers will be on site, but otherwise all looks good to go.
 - j. Update on Demographic Survey - Cropper would like to wait until October to see clearer demographic data. The committee agreed and will wait to pass on the final data in October.
 - k. Facilities Plan - This was reviewed, It will be shared for September's board meeting. This may also be the time to suggest projects for next summer.
2. Action Items:
- a. FY22 Budget - talks on a future budget amendment occurred. The unknowns have been plentiful this year. The committee will revisit this in the next few months.

Meeting Adjourned: 4:51