



Finance/Facilities Committee **Official Minutes**

Facilitator: Ron O'Connor

Date: September 8, 2021

Location: **Room 204**

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

Attendees

Randy Reid
Joe Sagerer
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:
 - a. Approval of minutes from [08.03.21](#)
 - i. Approved
 - b. Treasurer's Report/Cash Flow ([link](#))

- i. It was noted that the supplies expenses in the education fund were higher this month. This is due to items accompanying new programs. It has also been a challenging year due to the uncertainty of COVID.
- c. Controls Audit Quotes (Outside Auditor)
 - i. Currently, Baker Tilly does a control audit as part of the actual audit. An outside auditor may not be a pressing need at this time.
- d. Final Camera Proposal ([link](#))
 - i. Mr. O'Connor and Mr. Tijerina discussed the proposals for cameras. After hearing the prices being well below the anticipated \$625,000 projection, Mr. Reid and Dr. Sagerer advised administration to look into adding additional cameras if needed.
- e. Key Performance Indicators
 - i. The committee talked about what could be used in a dashboard to demonstrate fiscal responsibility. For example, year to date (YTD) expenses, budget to actual, and cash flow. Also, there could be a brief explanation of what is included in each fund. Also, tracking our revenue sources (where it comes from, dollars) along with a paragraph description. Fund balance could be documented. Budget to actuals, Five year projections across fund balances. A pie chart to show expenses (salaries, benefits, purchased services, supplies, etc.). As a whole. Percent of what we spend on... instruction versus maintenance, what are we spending on? Equitable spending? Building versus programmatic spending. What data do we use to drive our decisions? We should be able to explain and give it context. Look at what's out on the state report card, how accurate compared to what we feel and put on our dashboard. Teaching class versus custodians. Percent completion in HLS? By a certain time frame. Maintaining fund balance. Prediction of expenses? Tracking the amount of school days lost due to maintenance or lack of. Usage data to monitor return on investment. Operate positive, maintain 10 year, 5 year projections, minimize days of school due to power outages
- f. IGA Update ([link](#))
 - i. The IGA presented was focused more on Kids Clubs. Mr. Reid would like an IGA that covers the entire parameters of relationships between the school and park district. A draft in that mindset exists and has been passed to our attorney.
- g. Ten Year Facilities Plan ([link](#))

- i. The committee discussed how the facilities plan is a breathing document. It can change and is flexible. Costs are approximate. Time is also approximate, as it can change. This will be organized and tied to the budget process in the future.
 - h. Energy Audit
 - i. The committee reviewed an audit done based on several of our changes in mechanicals in the buildings. As a result, it is estimated that the district may save \$500,000+ based on the updates.
- 2. Action Items:
 - a. Final Water Fountain Proposal ([link](#))
 - i. The committee is excited to get the project going.

Meeting Adjourned: 5:00 pm