

**BOARD OF EDUCATION  
BUTLER SCHOOL DISTRICT 53  
OAK BROOK, ILLINOIS**

Butler Junior High School  
Administrative Center—District Board Room

Monday, April 16, 2018  
5:00 p.m. Finance Committee Meeting

**MINUTES**

- I. Call to Order  
Mr. Edmonds called the meeting to order at 5:03 p.m.
  
- II. Roll Call  
Mr. Christopher Edmonds, Mr. James Chow, Dr. Heidi Wennstrom, Dr. Sandra Martin  
Mr. James White, guest
  
- III. Approve Minutes of February 2, 2018  
The minutes were approved as presented.
  
- IV. Recommendations for FY20—Proviso Township Treasurer, New Software, Account Codes and Banking  
Mr. James White, former auditor for Baker Tilly and current consultant to Butler School District 53, and Dr. Martin discussed several recommendations with the Finance Committee in light of the new software Infinite Visions that is being acquired by the Proviso Township Treasurer's Office.

After a lengthy discussion, the committee agreed that Dr. Martin with the assistance of Mr. White will:

- 1. Develop a brief RFP for banking services to be issued during FY19.
- 2. Explore investment management options and present those options to the committee during FY19.
- 3. Meet with the Proviso TTO to discuss services needed, software, training/implementation and associated costs.
- 4. Research other options for accounts payable, payroll and needed software/training.

Also, Mr. White provided background information to the members about the responsibilities of independent auditors and when a school district might consider issuing an RFP for auditing services.

Specifically, good auditors are independent and peer reviewed. As such, they have too much at risk and too many standards to follow to compromise their integrity. Our primary criterion for issuing an RFP for auditing services is our general satisfaction with our service from the auditing firm and pricing.

During this section of the meeting, Mr. Edmonds and Mr. Chow discussed the need for establishing priorities, aligning them to the strategic plan and then using available resources within spending parameters to fund them. Mr. Edmonds will provide direction to Dr. Martin regarding the information that the board needs to make necessary financial decisions and develop an understanding of the budget and school finances. The board committee members recommended that a board retreat or COW on the topic of finance and facilities remain on hold at this time.

V. Tax Levy Repayment Accounting

Dr. Martin explained to the committee that repayment will be split 50/50 over FY18 and FY19 and withdrawn from funds based on the percent of tax objections raised in each of those funds. Funds will be debited against property tax revenue for repayment.

VI. Support Staff Salary Recommendations—Parameters

After some discussion, the committee asked Dr. Martin to prepare a recommendation for the May board meeting as has been done in previous years. Salary increases are based on performance and market data. Dr. Wennstrom stated that employees are given salary increases for the coming school year prior to the close of the current year. As such, the Board will need to make a decision at the May meeting.

VII. Master Facility Plan

Dr. Martin will continue to develop the plan providing a more detailed rationale for the work that is being recommended. In addition, financial projections will be developed that delineate available funds to complete these projects and what actions might be necessary to maintain fund balances.

VIII. Fund Balance Policy

Dr. Wennstrom asked Dr. Martin to review all the finance policies prior to the finance committee meeting, which she did. The Fund Balance policy, however, requires additional consideration. The PRESS policy is inadequate and the current Board policy needs, at minimum, some revision to comply with current laws. Dr. Martin will research other districts' policies and will have a recommendation for the committee at the next committee meeting.

- IX. Flood Expense and Final Payment Request from Adler Roofing  
A meeting was held earlier in the day and plans are underway to recoup losses.
- X. Copier Bid Project  
Finalists from the RFP process will be interviewed Wednesday, April 18<sup>th</sup>. The copier committee expects to have a recommendation for acquisition for the Board at their May meeting. Mr. Edmonds asked Dr. Martin to secure pricing for a possible lease of the equipment.
- XI. Credit Card System for Online Registration  
Currently, Butler 53 uses ePay for credit card and check processing for online registration. Two other options are available, but at a much higher cost. Additional information will be provided to the committee after online registration is concluded for the upcoming school year.
- XII. IMET Refund  
Dr. Martin briefly recapped the IMET fraud case. To date the District has received a refund of approximately 13.9% of its loss.
- XIII. Amending the FY18 Budget  
The amended budget will be on public display starting May 1, 2018. The amended budget shows an increased deficit.
- XIV. Development of the FY19 Budget—Update  
Department chairs and administrators have been submitting their budgets to Dr. Martin. She expects to run the first draft of the budget by the end of the month. A more accurate draft will be created after the close of FY18.
- XV. Adjournment  
The meeting was adjourned at 6:23 p.m.