

BOARD OF EDUCATION
BUTLER SCHOOL DISTRICT 53
OAK BROOK, ILLINOIS

Butler Junior High School
Administrative Center—District Board Room
Tuesday, April 2, 2019
4:00 p.m. Finance Committee Meeting

MINUTES

- I. Call to Order
Mr. Carlson called the meeting to order at 4:00 p.m.

- II. Roll Call
PRESENT: Mr. Carlson, Mr. Edmonds, Dr. Martin, Mrs. Moore, Mr. White, Mr. Jakupi, Dr. Wennstrom
GUEST: Ken Getty

- III. Approve Minutes of August 2, 2018
The minutes were approved as presented.

- IV. Review of Skyward Financial System Implementation
Dr. Martin, Mr. White and Mrs. Moore summarized progress on each of the following functions in Skyward:
 - Accounts Payable—All vendors have been setup in the system and are receiving payment through Skyward either by check or ACH. The vendor list was paired down from approximately 5000 vendors to 200 vendors. The committee discussed spending levels, vendor selection, bidding and related topics. The system can designate purchasing groups that restrict purchasing through specific vendors. Once the system is more established, the business office will expand their ACH payments to vendors.
 - Payroll—All employees are active and have received their paychecks since January 2019 through Skyward. The system was built from the individual employee up, specifying position, position type, salary, benefits and deductions. Reimbursements are now done through ACH, just like payroll.
 - Monthly Close & Account Reconciliation—Up to this point, Jim White has been manually reconciling the books for the last two years. Soon this system will become automated. Data entry for FY19 is now complete. Next step is to balance the last three months.

- Reporting Options—The committee reviewed several options for reporting financial information to the Board of Education. These reports will be refined as more elements of Skyward are implemented and refined. The committee was shown the Fund Report/Balance Sheet, the Summary by Object Report, and Trial Balance. Mr. Edmonds discussed allowing board members a “view only” access to specific reports in the future. The committee discussed the check summary report.
- Remaining Related Projects—The following projects will be implemented in the future: purchase order training for support staff (April), employee login/Skyward app (April), asset tracking (TBD), and time clock (July 1st).

V. Property Tax Extension

Dr. Martin reviewed the executive summary of the 2019 property tax extension with the committee. The committee members had no questions.

VI. FY19 Audit Options

After some discussion and an analysis of benefits and fees, the committee recommended the firm of Miller Cooper to handle the school district’s financial audit. An engagement letter will be placed on the Board agenda for approval.

VII. Review of Banking & Investment Services

- Banking Services—The committee discussed the successful partnership with Heartland Bank. They were particularly helpful during the initial payroll process in Skyward.
- Treasury & Cash Management—Dr. Martin transferred funds from PMA to Heartland to cover payroll and expenses until the early property taxes are received in June.
- Investment Advisors & Brokers—CDs came to majority and were deposited into a savings deposit account. PMA is currently handling the investment of school funds.

VIII. FY20 Budget Development Process Update

Department budgets have been submitted and have been compiled. They will be entered into Skyward in the coming week. The Finance Committee will meet to discuss the planned expenditures during the next month.

IX. Summer Construction/B&G Items

- Review of Project & Bid Opening—Bids will be submitted tomorrow at 2:00 pm. Three to four bidders are expected to submit bids for the Summer 2019 project.

- Generator Project—Mr. Jakupi described the generator project that will support both IT/headend rooms during a power outage. Cost is approximately \$325,000 to support the rooms in both schools. Dr. Martin ran a financial projection and determined that the funds are available should the Board determine that the need exists for this project at this price. The full Board of Education will vote on the architect fees to design this project at their meeting on Monday, April 8th. No specific recommendation was made at this time.
- New Pickup Truck & Snow Removal Accessories—After some discussion, the committee determined that it would be in the best interest of the District to move forward with acquiring a new truck and snow removal/salting equipment. The purchase will be through the State of Illinois bidding process.

X. Personnel Matters

- Salary Ranges for Support Staff and Administration
Dr. Martin and Dr. Wennstrom will bring salary increase recommendations to the Board of Education in May. These recommendations will be based on performance and market rates.

XI. SELF Loss Run—Workmen’s Comp Insurance

Dr. Martin explained that one workman’s compensation claim significantly increased the district’s premiums.

XII. Property Tax Assessment Objections

Dr. Martin shared the file of assessment objections with the committee and offered to share the information with them.

XIII. Adler Litigation

Dr. Martin spoke with the attorney from Ancel Glink relative to the Adler 2017 Roof Project Litigation. Adler has been served with the complaint. The first Case Management date has been set for June 18, 2019.

XIV. Adjournment

The meeting was adjourned at 5:15 pm.