

**BOARD OF EDUCATION  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64**

Minutes of the Community Finance Committee  
held at 7:00 p.m. May 22, 2008  
Raymond E. Hendee Educational Service Center  
164 S. Prospect Ave., Park Ridge, IL 60068

Superintendent Sally Pryor called the meeting to order at 7:03 p.m. Also present were CFC members: Kent Bergren; Andy Duerkop; Phil Eichman; Craig Elderkin; Dave Govertsen; Sharon Lawson; Jun Lim; Laura McGrady; Tom Nasshan; Board of Education President Sue Runyon; Paul Sheehan; Board of Education Member Ted Smart; and Public Information Coordinator Bernadette Tramm. Upon motion of Mr. Elderkin and second of Ms. McGrady, the minutes of the previous meeting of May 1, 2008 were approved as submitted.

A brief brainstorming for new ideas yielded no additions to the existing list. Dr. Pryor then offered members an opportunity to provide feedback on the prioritizing activity that the Financial Structure subcommittee led at the previous meeting. Several members expressed concern that the time given to evaluate and rank the proposals was too brief. Dr. Pryor noted that the Planning Committee had discussed the process further, and has agreed that the appropriate procedure would be to ask the Board of Education to select its priorities from the most promising revenue enhancement or expense reduction ideas identified by the CFC before additional committee time is devoted to analysis.

Subcommittees, with the exception of Communications, then met separately for about 50 minutes. Mr. Elderkin asked each subcommittee to report on the status of their work. Mr. Sheehan and Mr. Eichman reported on behalf of Financial Structure, Mr. Bergren for Spend Management, and Ms. Lawson for Legislative. Mr. Elderkin said he would update the summary matrix he maintains to show current progress.

Turning to the upcoming June 23 report to the Board of Education, Mr. Elderkin stated that the CFC has made two formal presentations to the Board and has had several informal briefings. Each subcommittee prepared and delivered its report independently. He proposed that for this report, each subcommittee would prepare its materials using a similar format. He suggested that it begin with the tasks assigned to it by the Board, the process that was followed, the emerging questions or topics that the CFC needs the Board's guidance or action to address, and the CFC's recommendations to the extent that the subcommittee may have any. He said this format would be useful for the three continuing subcommittees and could be modified for Legislative, since it is just getting underway. He then offered some examples of how current study topics could be framed using this format. Mr. Elderkin said he would draft a structure for the subcommittees to use in developing their reports and distribute it via e-mail. He concluded by noting that the goal of the report is to provide the Board with an update on what activities and research the CFC has been undertaking, and to ask the Board's direction and priorities. Dr. Pryor affirmed that the reports should summarize current work and ask the Board to prioritize these activities so CFC time is directed in the most meaningful way to meet the Board's needs. Dr. Pryor noted that the CFC has identified a large number of projects that could be undertaken; it is the Board's responsibility to determine the priority in which these should be accomplished and to direct the administration on how its time should be spent to support the CFC work.

Mr. Elderkin then solicited feedback from CFC members on how the meeting format and subcommittee process worked this year. He asked members to reflect on what they thought

went well, and what could be changed or what information members wished they had known in order to make the best use of their CFC volunteer experience.

Among the positives of this year's CFC work were:

- Opportunity to meet new community members
- Good communications e.g., agendas e-mailed ahead of time
- Two hour meetings that honored the time "contract"
- "Boot Camp" on education finance provided good background
- Group involvement within subcommittees
- Tangible progress on assignments
- Experienced people overlap year to year
- Good cross-section of members, including parents, teachers, administrators, and also representing different knowledge bases
- Esprit de corps and willingness of members to improve the District
- Visibility of CFC work and opportunity to educate the community at large
- Timely communications
- Helpful milestones/targets laid out for the subcommittees

Among the "do-betters" or deltas that could be improved:

- Do this step (pluses/deltas) at every meeting
- Use an anonymous feedback/comment form instead of vocal comments
- Keep a running list of accomplishments, e.g., "quick wins" list
- Improve attendance at monthly meetings
- Develop ways to get a better headcount ahead of meetings to plan subcommittee work
- Reach out to members/remind them what we want to accomplish at meetings
- Promote accountability for assignments
- Re-clarify boundaries of CFC activities, e.g., are employee salaries and benefits an area for exploration
- Board needs to provide direction on whether CFC should be focused on a list of Board-approved questions or whether the CFC can be a research arm for ad hoc questions
- Keep focus tight on the end goals
- Add a regular agenda item to provide updates on current Board finance topics
- Clarify expectations about work product needed or expected by the Board

Mr. Elderkin and Dr. Pryor thanked the members for these recommendations, and stated that the Planning Committee would work to make improvements for next year. Dr. Pryor proposed that the 2008-09 meeting schedule be discussed and adopted at the first meeting on Thursday, September 25 at 7:00 p.m. at the ESC.

Mr. Eichman distributed informational materials from the Illinois Association of School Business Officials on the property tax levy process.

Ms. Runyon thanked all CFC members on behalf of the Board of Education for their work this year, and stated that the Board is looking forward to receiving the report in June. She encouraged members to attend the meeting so that the Board can personally acknowledge them for their efforts.

The meeting was adjourned at 8:52 p.m.

Minutes submitted by Bernadette Tramm