



**PCCS Board of Directors and its  
FINANCE COMMITTEE AND ITS HUMAN RESOURCE COMMITTEE  
MINUTES**

**As Approved April 20, 2010**  
**Meeting Date was Tuesday March 16, 2010 7:00 PM**  
**Kennicott Building**  
**1531 Jones Point Road**  
**Grayslake, IL 60030**

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**Call to order** **Dr. Eric Hebert and Steve Achtemeier** **7:05pm**

**Committee Attendance:**

Dr. Eric Hebert (HR), Tom Keenan(HR, Finance), Betsy Jung(Finance), Jim Steinbeck(Finance), Dr. Barb Provost (Board VP), Elizabeth Stearns(Finance), Dean Thorson(HR), Mark Dybas(HR), John Rizzo(Finance), Geoff Deigan(Board President)

**Absent:**

None

**Staff Attendance:**

**Stacy Gavin, Myron Dagley, Mary Burks**

**Public Attendance:**

**Ms. Laura Fay, Ms. Margaret Kulis, Ms. Lisa Nelson**

**Discussion Agenda:**

- 1. Present Proposed Staffing Plan for FY-11**
  - a. Director Dagley presented the draft staffing plan. The plan showed holding all positions equal to FY-10.
  - b. Director Dagley presented the first draft staffing plan and budget as a starting point to the budgeting process.
  - c. There were some specific questions regarding why some positions are part time and some full time for specials and special education.
  
- 2. Present Drafts 1A and 1B Proposed FY-11 Budget**
  - a. The question was asked if we could raise our fees. Woodland is reported to be raising 50%. If so, it was believed that we could as well. Approximately 18k in additional revenue if we were able to match the projected increase. Follow up with ISBE pending.
  - b. Some concern was voiced of the impact from the State funding issues. We may not receive \$78,000 of grant funding this year.

- c. Draft one of the budget shows approximately 200k loss. The Finance Committee voiced concern of this as a starting point, being that we must present a balanced budget. Director Dagley said this was only a starting point and the beginning of dialog of priorities.
  - d. COLA and Educational Parity totals \$75,000. The group discussed needing to freeze increases based on the projected budget loss. Consensus on this point was in favor of no increases at this time.
  - e. Enrollment projections were for 378 students at start of school.
  - f. There was 15k in classroom furniture in the budget. This may need to be reduced.
  - g. Gym rentals are down this year from reduced soccer league attendance. Looking at long term contracts.
  - h. The committee asked that the administration look at maintenance items to cut back or capitalize.
  - i. With the combination of removing pay increases, additional fees, cutting back on maintenance or capitalizing maintenance, the committee felt that we could get to a balanced budget.
3. Review February 2010 Financial Statements
    - a. The Finance Committee asked where there appears to be contingent items in the budget that could cover costs of legal expenses or other unforeseen expenses for this calendar year. Ms. Gavin indicated that there were 18k in maintenance expense, board and legal of 9k, and miscellaneous small items totaling nearly 9k.
  4. Review Business Manager's Report, March 2010
    - a. Please see report in board packet.
  5. Review Minutes of February 16, 2010 -open session.

### **Public Comment**

#### **Action Agenda:**

1. Accept February 2010 Financial Statements
  - a. Tom Keenan moved, John Rizzo second, all approved.
2. Accept Business Manager's Report March 2010.
  - a. Jim Steinbeck moved, Tom Keenan second, all approved.
3. Approve Minutes of Previous Meetings
  - a. February 16, 2010. John Rizzo moved, Tom Keenan second, all approved.

#### **Closed Session**

Discussion related to 5ILCS 120/2(c) 1-The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity.

Dean Thorson moved at 8:57pm, Mark Dybasseconded, all HR Committee members were present and moved to go into closed session per roll call. The HR Committee invited all Board members present to join them in closed session and thanked the remaining members of the Finance Committee for their attendance.

The committee voted to return to open session at 9:47. Motion by Dean Thorson, and second by Mark Dybas.

### **Public Comment**

None

**Adjourn:** Motion by Dean Thorson, second by Tom Keenan. All approved at 9:50