

PCCS Board of Directors
FINANCE SUBCOMMITTEE MINUTES
As Approved December 16, 2009
Meeting Date was Tuesday, October 20, 2009, 7:00PM
Kennicott Building
1531 Jones Point Road
Grayslake, IL 60030

Call to order – Steve Achtemeier

7:00pm

Committee Attendance:

Geoff Deigan, Steve Achtemeier, Mark Dybas, Jim Steinbeck, Tom Keenan.

Absent:

Bob Creviston.

Staff Attendance:

Stacy Gavin, Myron Dagley, Mary Burks

Public Attendance:

Laura Fay.

Discussion Items

- Review of Business Manager report and September financial statements
 - Due to low cash balances funds were transferred from Bank of America account to cover short term obligations.
 - P&L Notes:
 - Band enrollment is under projected amounts.
 - Pizza revenue is up.
 - Field trip income is down because fall trips did not happen.
 - Instructional expense is lower than budget – Stacy to look into why.
 - Edible Harvest is projected to net \$4,500 instead of \$9,000.
 - Need to hold the line on spending to assure we can meet budget.
 - Committee would like reports to show previous year comparisons for the presented reporting period and to show the actual results compared to the budgeted amount through the reporting period. This would be a better tool to track trends as well as variance from budget.
- Discuss probable strategies to achieve operational cost savings – long term.
 - The goal presented was to review operational opportunities for long term cost savings. The administration should focus on areas that do not have a material impact to the educational experience.
 - Myron & Brian to start discussions of program changes.
 - Look at other schools and non-profits for grant and development goals.
 - Tom, Steve and Stacy to look at a savings goal based on projections of future financing goals.

- Review parking lot patching invoice
 - Mary Burkes presented the invoice given by the Prairie Holdings to the school for patching and seal-coating.
 - Stan and Mary discussed the invoice and Mary made it clear that we have no obligation to pay this.
 - Geoff will address this with Prairie Holdings

- Review snow removal contracts
 - Mary Burkes presented the snow removal contracts and the process of requesting proposals.
 - Each bidder was required to come review the site conditions and requirements of the job.
 - Mary presented proposals in a concise report for committee review.
 - There was some discussion regarding having the school staff do more or all of the snow removal, but concern regarding liability and staff resources seemed to offset the potential cost savings.
 - The committee had consensus that staff had considered all of the options carefully and had the expertise to select a provider. Mary was going to bring her final recommendation to the Board of Directors for acceptance.

- Review minutes from previous meetings
 - Spelling correction for Stacy Gavin not Stacey.

- **Public Comment**
 - Laura Fey commented that instead of plowing we could use snow blowers or used skid steer.
 - Laura Fey asked if the appraisal was a Discounted Market Value or Market Value.

- **Action Items**
 - Accept business manager report and September financial statements
 - Moved by Mark Dybas, Geoff Deigan seconded, all approved.
 - Approve parking lot invoice – No action.
 - Recommend snow removal contract – No action - consensus to let staff make recommendation.
 - Approve minutes from previous meetings
 - Minutes of September 15, 2009. Motion by Mark Dybas, Seconded by Tom Keenan, all approved.

- **Future Agenda Items**
 - Group to look at goal setting for cash accumulation to be prepare for 2011 refinance.
 - Operational savings models to be presented when available.
 - Strategic plan goals. Need to review our progress and future goals.

Adjourn – Motion by Geoff Deigan, Seconded by Jim Steinbeck, all approved.