

Citizens Budget Oversight Committee Meeting  
December 3, 2019  
5:00 pm Lake Forest School District Central Business Office

Minutes

- I. Meeting called to order at 5:05 pm by Kurt Kelemen
  
- II. Members in Attendance:
  - a. Kurt Kelemen
  - b. Ruth Ann Jones
  - c. Sarah Huber
  - d. Nichole Moxley
  - e. Jordan Schulties

Members not in Attendance:

  - a. Rebecca Reichardt
  - b. Amber Bradley
  - c. Barbara Mills
  - d. April Taborda
  - e. Tammy Korosec
  
- III. No prior minutes were presented for approval as this was the first meeting for the new Chief Financial Officer
  
- IV. Committee Structure:
  - a. The election of a chairperson was discussed and the committee recommended to have the CFO be the committee chairperson and run CBOC meetings
  - b. Committee member two-year term limits were discussed and the committee recommended at this time not to impose limits on terms to serve as it was difficult to get individuals to volunteer to serve on the committee. This subject can be addressed again at a later meeting.
  
- V. Financial Reports:
  - A. District Position Report on July 1, 2019 - The end-of-year Financial Position Report was reviewed. As a reminder, this report is required by DOE at three separate times throughout the year to demonstrate that the district has sufficient reserves to meet their local payroll obligation for at least one month. On average, the district has a monthly local payroll obligation of \$750,000. The District finished Fiscal Year 2019 with a reserve balance of \$2.58 million compared to \$2.5 million the prior year. The current estimate is that it will decline and reverse course at the end of FY 2020 with a small decrease.
  
  - B. September 30 Unit Count Report – We reviewed the Unit Count overall and the enrollment at each of the schools. Enrollment was down roughly 40 students at the high school, but up in many of the other schools. There was a question as to what is causing this. Some of the decline can be attributed to the ebbs and flows of students by

grade. The high school can likely expect another 1-2 years of being down due to smaller grade sizes, but then is expected to pick up when the current freshman class are seniors. The loss of 8<sup>th</sup> grade students to Polytech is fairly consistent each year, however there is an increasing list of options for 8<sup>th</sup> grade students like Early College High School and First State Military Academy. The overall district unit count is up to 260.87 from 255.42 last year due to an increase in students with special education needs.

C. Monthly Board Report – Next, the committee reviewed the Monthly Board Report format. We went over the anticipated revenue sources and discussed the new Opportunity Grant. This is funding new interventionist teacher and para positions at each school. We discussed local revenue sources that included athletic gate receipts and there was a question as to why we weren't charging more at football games and not charging at all for other sporting events since nearly all other districts are. I explained that this was a School Board decision and they wanted to keep the cost of attending athletic events as low as possible for our parents. The athletic budget was discussed and how we base the budget on the school's enrollment. Although the enrollment declined at the high school, we increased the allotment per student in order to sustain a minimum funding level. The majority of athletic costs (referees, transportation, etc.) are somewhat fixed based on the number of sports vs the number of students enrolled.

One the expense side, we discussed the increase in local payroll costs due to Kelly subs. Due to the shortage of teachers as well as the new paid parental leave, our Kelly costs have increased significantly. Kelly has not been able to support all our requests and many sub positions go vacant each day due to lack of staffing.

D. Final Budget – Finally, we reviewed the 2019-2020 Final Budget before it was presented to the Board for approval. There's a \$300,000 increase in anticipated revenues from what was presented in the preliminary budget in September, and there was only a small decrease in anticipated expenses. This resulted in a reduction of the projected budget deficit to \$173K.

VI. Future meetings were proposed for March 17, June 16, and November 10, 2020.

VII. Meeting adjourned at 6:05 pm

Respectfully Submitted  
Kurt Kelemen