

A G E N D A

August 26, 1965

- I Call to Order by Secretary in absence of President
- II Election of President pro tem
- III Roll Call
- IV Approval of Minutes
- V Ernst & Ernst representative
- VI Report regarding purchase of furniture
- VII Approval of Bills
- VIII Black Hawk College meeting. Expenditures
- IX Attorney's report:
 - A. Bonding of treasurer
 - B. State and Federal Funds
 - C. Junior College Board
- X Recommendation from Attorney regarding insurance coverage
- XI Recommendation regarding creation of imprest fund, including signatures on checks
- XII Consideration of Tax Levy
- XIII Other Business
- XIV Executive Session
 - A. Site of College
 - B. Report on action on consultants committee
- XV Reconvene
- XVI Adjournment

MINUTES OF REGULAR MEETING OF BOARD OF JUNIOR
COLLEGE SCHOOL DISTRICT NO. 301, COUNTY OF
COOK AND STATE OF ILLINOIS, HELD AT 799 KEN-
SINGTON ROAD, MOUNT PROSPECT, ILLINOIS, ON
THE 26TH DAY OF AUGUST, 1965 AT THE HOUR OF
8:00 P.M.

The regular meeting of the Board of Junior College School District No. 301, County of Cook and State of Illinois, was held at 799 Kensington Road, Mount Prospect, Illinois, on the 26th day of August, 1965 at the hour of 8:00 P.M.

In the absence of President John A. Haas, the meeting was called to order by the Secretary, Jessalyn M. Nicklas.

Member James Hamill then nominated Member Milton C. Hansen to act as Chairman of the meeting. The motion was seconded by Member Paul O'Dea and upon a call of the roll, the vote was as follows:

Aye: Secretary Jessalyn M. Nicklas and Members Paul O'Dea, James Hamill, Richard L. Johnson and Milton C. Hansen.

Nay: None

Member Milton C. Hansen then assumed the Chair, and directed the Secretary to call the roll.

Secretary Jessalyn M. Nicklas and Members Paul O'Dea, James Hamill, Richard L. Johnson and Milton C. Hansen answered present. Absent were Member A. M. Bernstein and President John A. Haas.

Following the conduct of other business not pertaining to the ratification and approval of the Notice of Tentative Budget and Notice of hearing thereon a motion was made by Member Johnson and seconded by Member Hamill that the following resolution be adopted:

BE IT RESOLVED by the Board of Junior College School District #301, County of Cook and State of Illinois, that the Notice of Tentative Budget and Notice of Hearing on said Tentative Budget as same appeared in Paddock Publications on the 5th day of August, 1965 (a copy of which is attached to these minutes and this resolution and is hereby made a part thereof by this reference thereto as though fully set forth therein) be and hereby is

R E S O L U T I O N

Be It Resolved by the Board of Junior College School District #301, County of Cook and State of Illinois, as follows:

Section 1. That this Board does hereby avail itself of the School Code authorizing the establishment of an Imprest Fund.

Section 2. That such Imprest Fund is established for the purpose of paying those expenditures which ordinarily are more appropriately paid promptly, provided, however, that in no event shall any single expenditure exceed the sum of \$250.00, and provided further that expenses in their aggregate shall not exceed the sum of \$2,000.00 prior to the approval thereof by the Board of this School District.

Section 3. That said Imprest Fund, to be known as Junior College School District No. 301 Imprest Bank Account, shall be deposited in a bank to be approved by the School Treasurer, and all withdrawals from said account shall be made by check signed by either John A. Haas or Jessalyn M. Nicklas, which persons are hereby appointed as custodians of said fund, provided, however, that no such funds shall be deposited until all of said custodians are bonded in accordance with the provisions of the School Code. The only time that a check shall be drawn to cash is for maintaining a petty cash account.

Section 4. Said custodians shall keep proper books and records and shall make monthly reports and an annual summary of all receipts and expenditures which shall be submitted to the Board and the Treasurer and shall at all times comply with applicable provisions of the School Code, of the State Board and of this Board.

Section 5. An annual audit of the accounts of said custodians shall be made by a licensed public accountant.

Section 6. As soon as the said custodians have been duly bonded as aforesaid, the Treasurer is hereby directed to deposit the sum of \$2,000.00 into the Imprest Bank Account in such bank approved by said School Treasurer and said custodians shall thereupon administer

said fund in accordance with this resolution and all other applicable provisions, as required by law.

PASSED this 26th day of August, 1965.