GENEVA COMMUNITY UNIT SCHOOL DISTRICT NUMBER 304 227 NORTH FOURTH STREET, GENEVA, KANE COUNTY, ILLINOIS FINANCE COMMITTEE MINUTES

The Board of Education Finance Committee met at 6:00 p.m. on Monday, March 11, 2013, at Williamsburg Elementary School, 1812 Williamsburg Avenue, Geneva, Illinois.

1. CALL TO ORDER

The meeting was called to order at 6:04 p.m. by Chairman Wilson.

Committee members present: Tom Anderson, Mike McCormick, Kelly Nowak, Bill Wilson. Late: None. Absent: None.

Administrators present: Scott Ney, Director of Facilities; Donna Oberg, Assistant Superintendent Business Services; and Dr. Kent Mutchler, Superintendent.

Others presents: Linda Odom, Heather Carlson, Chris McKechnie, Su Kenny, Becky Giltz, Chris Bourdage, Carol Young, Dave Lamb.

2. PUBLIC COMMENT

None.

3. APPROVAL OF MINUTES

3.1 February 11, 2012

Motion by McCormick, second by Nowak, to approve the minutes, as presented. Ayes, four (4). Nays, none. Motion carried.

4. DISCUSSION/CONSIDERATION

4.1 Five-Year Capital Plan: Progress/Future Planning The Director of Facilities provided an overview on the progress of the five-year capital plan, as well as an overview of future project planning for each of the District's facilities. A survey of each facility was conducted and the five-year plan was updated and projects prioritized for work to be done in 2013-2014. Total expenses for the five-year plan are estimated at \$5,284,000.

Discussion, comments, questions: for the sidewalk expansion at the middle school campus would we get a better price on the total scope of the work (yes, that is the plan); will any projects be funded from REMS dollars (no); what locksets are being replaced (will only be replacing locksets for doors that don't lock from the inside of the room, this project will be started this year over spring break); how are the projects being funded (some from this year's budget, but most from next year's budget); is it correct that the bond for the floor repair/replacement at Fabyan will not cover all of the work (yes); what about the costs for asbestos removal at Coultrap (we are surveying the building and getting estimates for asbestos abatement); is there a fixed amount budgeted for repairs each year (yes, for equipment repair, all capital projects will be prioritized each year and we plan and budget accordingly); want to see the O&M budget; what is the average price for the locksets (\$300-\$350, or less for those with a removable core); what about rooms with windows in/next to door (police response time is 3-6 minutes, a locked door will help slow down an intruder); how is the 5-year capital plan prepared (discussion and feedback from the building administration, staff and personnel and a walk-through of each building); is there any electronic data on projects and timelines (we are looking at software now in order to compile lists and lifespan of items for budgeting process); it would be good to have that type of data for budgeting and long-range planning purposes; what is currently out for bid and what is coming up (sidewalk repair, parking lots/pavement repair, mechanicals); I'm interested in tracking energy usage and costs to try to reduce use and realize savings (yes, our goal is to save on energy costs, updating HVAC systems is part of the goal to save energy and costs); what is the payback/savings on mechanical equipment (we track it and if it is not within the savings

the RFP's and it would be good for the community to see them, too; it's important to ensure that money is being well spent and that there are cost savings.

The Director of Facilities was thanked for his presentation.

The Assistant Superintendent for Business Services asked if the Committee wanted any changes made to the five-year plan.

Committee members requested that they be provided an executive summary of what projects have been completed, put off, etc., as it would be good for everyone to have that information to see where we spend and that we try to be proactive, prudent and try to save.

Motion by Nowak, second by McCormick, to move the report to the full Board. Ayes, four (4). Nays, none (0). Motion carried.

4.2 Forcast 5

The Assistant Superintendent Business Services asked whether the Committee was interested in having the District use the new Forcast 5 software program developed by PMA Financial. The cost per year would be approximately \$8500 to \$9000. While all of the data is available on the State's web site, the PMA program brings all of the data together in one place.

Discussion, comments, questions: would want to know how often we'd use it and how much time it would save District staff (believe it would be a timesaver but at this point, unsure how often it would be used); wouldn't want to expend \$9000 a year if it's not much of a time saver (while this technology would save us time, it would also allow us to use and compare more data, especially with other comparable sized school districts); would like to see a pro/con list for this software and that the administration to bring it forward; I saw this software demonstrated at the school board conference last November and I liked it because it would help us identify where savings might be available to us but I'm not sure how to quantify that – we might want to see a pro/con document on usage for a year and then evaluate whether the software was worth the cost (the is a workshop on the new software next week but I'm not sure the company would offer reduced-cost/trial period); how new is this software (it was just introduced in the fall); how many other districts are using it (unsure).

The Assistant Superintendent will get answers to the questions raised and report back to the Committee.

5. FUTURE AGENDA ITEMS

5.1 Five-Year Technology Plan: Progress/Future Planning, April, 2013

5.2 2013-2014 Preliminary Budget: O&M/Transportation, April, 2013

5.3 2013-2014 Preliminary Budget Education Fund, May, 2013

The Committee Chair requested that the Finance Committee members receive the budget packets before the normal Committee packet release time in April.

6. ITEMS FOR RECOMMENDATION TO FULL BOARD

6.1 Five-Year Capital Plan: Progress/Future Planning

7. ADJOURNMENT

At 6:36 p.m., motion by Nowak, second by McCormick, and with unanimous consent, the meeting was adjourned.

APPROVED April 8, 2013

(Date)

_____ CHAIRPERSON (William R. Wilson)

RECORDING SECRETARY

(Dr. Kent Mutchler)