



Geneva Community Unit School District 304
Donna V. Oberg - Assistant Superintendent - Business Services
227 North Fourth Street, Geneva, IL 60134
Phone: (630) 463-3030 Fax: (630) 463-3031
E-mail – doberg@geneva304.org

Memorandum

To: Kent Mutchler, Superintendent
CC: Board of Education

From: Donna Oberg, Assistant Superintendent – Business Services

Date: February 23, 2017

Re: Health Life Safety Amendment #1 Violation Schedule for GMSS

Please find the attached FINAL H/LS Amendment #1 Violation Schedule for GMSS, for your review.

The Amendment is for the GMSS Fire Shutters replacement. This was on the 10-Year HLS Survey, which states the shutters need to be replaced by the end of FY 2018 to comply with code. Funds to cover the cost have been levied in Fire, Prevention and Safety for FY 2018. The amendment is required by the State Board of Education to complete the levy process.

Next steps:

- At a duly convened public meeting, Geneva CUSD 304 Board of Education reviews and approves H/LS Amendment #1 Violation Schedule.
- FGM submits Certificate of Need (Request for Authorization), Schedule of Violations, and Schedule of Work Items through IWAS with hard copy sent to ISBE, ROE and District.
- ROE reviews and approves.
- ISBE reviews. Then, either ISBE approves without change, approves with changes (this typically means a lower cost), or denies.
- ISBE & ROE issue Certificate of Tax Levy, State Certificate of Approval, Order to Effect, and Regional Superintendent's Certificate of Approval to levy the tax.
- District issues the aforementioned documents to the County Clerk.
- Project is bid concurrent to all of the above steps.
- Work commences following issuance of Building Permit by ROE.

Please approve H/LS Amendment #1 Violation Schedule for Fire Shutter Replacement at GMSS.