



**MINUTES FOR THE BUILDING AND FINANCE COMMITTEE MEETING OF THE BOARD OF
EDUCATION OF KENILWORTH SCHOOL DISTRICT NO. 38, COOK COUNTY, ILLINOIS IN THE
FACULTY HALL CONFERENCE ROOM AT 542 ABBOTSFORD ROAD, KENILWORTH
THE 3RD DAY OF OCTOBER 2019**

Mr. John Gottschall called the meeting to order at 8:31 a.m. Upon roll call, the following Committee members answered as being present: Mr. Stephen N. Potter (via phone), Mr. John Gottschall and Mrs. Mia Casey Sachs.

Also, present were Dr. Crystal LeRoy, Superintendent/CSBO. Mr. Evan Lukasik, Board of Education President arrived at 8:34 a.m. and Dr. Lisa Metzger-Mugg, Board of Education member, arrived at 8:44 a.m.

PUBLIC COMMENT

There was no Public Comment.

OLD BUSINESS

Presentation and Discussion of Sustainability Audit by Wold Architects

Mr. Michael Eichorn of Wold Architects arrived at 8:35 a.m.

The Committee met with representative, Mr. Michael Eichorn, of Wold Architects. He gave a presentation on his initial findings from the Sustainability Audit he was commissioned to conduct by the Board of Education that came out of the Educational Audit conducted previously.

His presentation focused on three pillars.

- Pillar I: Reduce environmental impact energy use and resource use
- Pillar II: Health environments and wellness
- Pillar III: Environmental Literacy

The committee discussed his findings, noting how the District has already fulfilled some of the goals of these pillars and those pillars that will require more work. He emphasized the need to assign measurable goals for Pillar I. *Reduce environmental impact, energy use and resource use.* He was encouraged by how well the school is doing already in Pillar II. *Health, environment and wellness.* He cited the school's use of green cleaning products and paper goods, and saw strength in health and fitness with daily P.E. and seasonal eating from the outdoor classroom. He noted that the school is also doing well with Pillar III. *Environmental Literacy* and encouraged continued integration of environmentalism into the curriculum and using the school as a teaching tool.



The presentation will be given to the Sustainability Committee, led by, Mrs. Katie Nahrwold, the following Monday and will serve as a Sustainability Visioning Session to provide direction for the school's future sustainability moving forward. It was suggested that the Board also incorporate green ideas into the Master Facilities Plan. He encouraged the school to apply for the US Department of Education, Green School Award, a distinction few schools achieve.

Mr. Michael Eichorn departed the meeting

Follow up Discussion on the Presentation of 2019-2020 Cash Flow by PMA Financial

The committee revisited the follow up questions posed at the previous committee meeting. PMA provided feedback on questions related to collateral management where the school has multi-million dollar deposits at a single institution. The committee plans to delve deeper with PMA, looking at these institutions and pursue further, their concerns about FCC protection

Byline Bank, the school's bank of record, is now under new management. Mr. Potter plans to have a conversation with senior level leaders there since the school has a considerable amount of funds deposited there.

Discussion of Recommendation for GSF Custodial Services

The committee discussed custodial services provided currently by GSF. GFS has provided interim janitorial services for the school since the summer and the administrative team has been pleased with their services. It was stated that given some of the unique challenges of servicing The Joseph Sears School, it is hard to find companies interested in bidding for our janitorial services. (I.e. the School is in use later due to its small size so the crew needs to start work later, employees have more face time required due to programs after school, and there are few public transportation options for employees and raised hourly wages).

Dr. LeRoy was asked to continue soliciting bids and provide clear criteria for what we are looking for so we can ensure we have properly bid the service out and are clear about the expectations of the District. The committee agreed to extend GSF's interim contract through the remainder of the school year, while Dr. LeRoy works to secure additional bids.

Discussion of Implementing Faculty and Staff Identification Cards

The committee agreed with Dr. LeRoy's recommendation to implement faculty, staff and administrator ID cards with photos. These ID cards will be a short-term security initiative. When implementing the Master Facilities Plan the Board will look at integrating these into building access and lockdown procedures. Guests will be required to wear visitor tags at all times. The committee also agreed to consider student ID's for future security efforts.



Discussion of Auditorium Lighting

The Sustainability Audit included a recommendation to replace the lighting in the auditorium with LED lighting for stage lights and the audience portion of the room. It is expensive and timely to replace these elements currently but change of this type could add efficiencies for energy and expenses. The committee discussed if this is something that should be done now or wait. The committee would like to discuss this with DLA and the item was moved the November agenda.

Discussion of the Village House

The committee wants to look at the Village House in the context of the Master Facilities plan and capital projects needed for the school building. It was determined that the committee should look at the needs of the school holistically to determine the level of resources needed for the Village House.

Following the discussion, the Committee decided to notify the Park District and the Friends of Kenilworth Committee, that District is considering re-examining their level of investment. Moving forward with the Master Facilities Plan it is likely the Board will look to restructure its financial agreement or possibly the structural building plans.

Discussion of DLA Proposal and Master Facilities Plan Next Steps

This discussion item was moved out of order from the agenda. The committee reviewed a DLA proposal that included fees to develop more detailed proposals for the following items:

- How learning environments could be updated and how the Village House could work into this
- Climate control options
- Electrical System Survey

The committee agreed this was too project focused and a more holistic ongoing plan to update the school is needed. This presents an opportunity to put a strong Master Facilities Plan in place and approach it correctly in a way that will better suit the District's purpose.

As follow up to the Sustainability Audit conducted, the committee discussed potential ways to address the core pillars in the Master Facilities Plan. Items discussed were, better collaborative learning space, safety and security, sustainability options, and universal learning options to allow opportunities for further differentiated learning.

The committee is committed to ensuring a true space utilization plan is included in the architect's proposal to better define the value and benefits of the Village House project. To that end, a DLA representative participated in the facilities visioning session with the administration team and a



Harvard professor last school year. The take-away from that visioning session was knowledge of ways to implement the core pillars of sustainability into the Master Facilities Plan and the District Strategic Plan.

Mrs. Casey-Sachs and Mr. Lukasik will meet with DLA on October 4 and will:

- Discuss the overall approach and expanding proposal needs
- Get their thoughts on the educational visioning session with the Harvard professor
- Inquire how DLA will gather input from students and teachers (Is it necessary since input was gathered most recently in 2015?)
- Request they provide an inventory of what they have done in the past for the school that was not executed
- Request a proposal for what we need including a timeline
- Examine examples of Master Facilities and Space Utilization plans DLA has done for other schools

NEW BUSINESS

There was none.

FUTURE AGENDA ITEMS

The committee discussed future agenda items to include, Pension Liability and Auditorium Lights in November 2019, and Employee Health Insurance in January 2020.

Mr. Potter departed the meeting at 10:50 a.m.

PUBLIC COMMENT

There was none.

ADJOURNMENT

There being no further business, Mrs. Casey-Sachs made a motion to adjourn the meeting at 10:53 a.m. Mr. Evan Lukasik seconded the motion.

The meeting adjourned at 10:53 a.m.

Attest for Distribution: _____

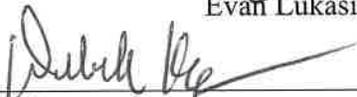

Deborah Keegan, Secretary



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Approved: 
Evan Lukasik, President

ATTEST: 
Deborah Keegan, Secretary

