



**MINUTES FOR THE BUILDING AND FINANCE COMMITTEE MEETING OF THE BOARD OF EDUCATION  
OF KENILWORTH SCHOOL DISTRICT NO. 38, COOK COUNTY, ILLINOIS  
542 ABBOTSFORD ROAD, KENILWORTH, ILLINOIS 60043  
REMOTE VIA ZOOM LINK  
THE 15<sup>TH</sup> DAY OF APRIL 2021**

Mr. Stephen N. Potter called the meeting to order at 9:00 a.m. The following Committee members answered as being present: Mr. Bill Graham, Mrs. Mia Casey-Sachs. Mr. John Gottschall and Mr. Stephen N. Potter.

Also present were Board of Education member Mr. Evan Lukasik, Ms. Kate Donegan, Superintendent, Dr. Joseph Bailey, Business Manager, Mrs. Julie M. Campanaro, Board Secretary, and Mrs. Deb Keegan, Communications Coordinator. DLA representatives, Ms. Tracy Biederstadt, Ms. Heather Juhl and Mr. Matt Lowe and Mr. Jack Hayes, of Frederick Quinn Construction Management were also present.

Board member Dr. Lisa Metzger-Mugg joined the meeting at 9:10 a.m.

**PUBLIC COMMENT**

There was none.

Mr. Potter reviewed the meeting agenda for the day. He asked Dr. Bailey to introduce the first topic under New Business.

**NEW BUSINESS**

**Discussion Construction Update - Summer 2021**

Dr. Bailey introduced the representatives from DLA. Ms. Tracy Biederstadt of DLA noted no changes to the renderings for the summer 2021 JK-K project already presented. She turned the meeting over to Mr. Jack Hayes of Frederick Quinn Construction Management to review the bid award recommendations.

**Discussion Bid Opening Results and Recommendations**

Mr. Hayes reviewed the bid recommendations for the various aspects of the JK-K construction project for summer 2021. He noted that there had been an error in pricing for the low bidder for casework, and Frederick Quinn revisited this with the sub-contractor, who agreed to honor the price. He also added that they were recommending awarding to one minority business for the Glass & Glazing contract.

Mr. Potter expressed his disappointment that more minority-owned bidders were not being recommended but asked if there would be opportunities in the upcoming larger contracts to provide a better opportunity to do so. Mr. Hayes said that they had sent a letter specifically to minority-owned businesses to promote this but received few low responsible bids from this segment. The committee discussed ways in which a higher percentage of minority-owned business participation could be realized. Mr. Hayes suggested that the following more extensive construction phase would offer greater opportunity for minority-owned businesses. The timing and value of the summer 2021 work made the project less attractive. The next



larger phase would be far more attractive to contractors. It would allow more opportunities to involve these types of businesses. The committee decided to recommend to the full Board to approve the bid recommendations with an increase in WBE percentage of work by paying slightly more to WBE subcontractors and lowering the construction contingency. Utilizing this strategy, the Board could come in above the 10% minority representation goal. Some of the Board members were not completely comfortable with this solution. Still, they agreed the greater outcome of more minority-owned business involvement was a good trade-off. Mr. Lukasik remained torn between competing goals of supporting the most competitive bids and supporting WBE subcontractors, but acknowledged it appeared there was enough support to pass the recommendation. Mr. Potter thanked Mr. Hayes and Mr. Winger for their support and hard work on this first phase.

### **Discussion Construction Update - Summer 2022**

Mr. Potter invited Ms. Biederstadt of DLA to review the renderings for the next phase of construction for 2022. Ms. Biederstadt deferred to Ms. Heather Juhl, who reviewed the renderings of anticipated work for summer 2022. The committee reviewed the renderings on the new cafenasium, outside construction. She emphasized the excess of natural light and the multi-use facets of the new cafenasium illustrated in the renderings. The use of removable tables and chairs stored in the storage provided in the design would allow more flexibility. One possible use would be using the space as a small gymnasium and site for additional programming. The committee discussed what elements of the outdoor classroom could be retained from a traditional aspect. They noted the sign donated by a previous Joseph Sears School (JSS) graduating class and recently refurbished by another class as an example.

Mr. Graham stated a scheduled "walk-around" by the Sustainability Committee on May 3, involving the landscape architect. The purpose is to determine what elements to keep for the new outdoor classroom area and what may, by necessity, need to be abandoned. Ms. Biederstadt said that DLA would maintain a punch list of what would be retained based on this assessment. The Sustainability Committee will list elements to be retained or discarded. It will share this list with the architects, and Frederick Quinn will provide cost estimates. Mr. Potter asked Mrs. Campanaro to invite all of the Board members to this walk-through. The committee also discussed the effects should the Green Bay Trail remain where it is today. Ms. Donegan stated a meeting and walk-through is scheduled on April 22 with safety/security consultant Mr. Paul Timm. Decisions on how to proceed will be determined after his assessment. He will likely recommend more safety measures such as additional signage and some barriers temporarily during construction. Final schematic designs will be prepared between April 12 and April 30 and ready for presentation at the May 6 Building and Finance Committee meeting. The committee discussed briefly the rising cost of materials and how it may affect the project's cost. Mr. Hayes stated that the Request for Bids for the summer 2022 work would occur at an opportune time for the District. Interested contractors with a possible slowdown in available work may be willing to sacrifice their profit margins to keep their best workforce employed. Such a situation would be in favor of the District. The committee discussed when the renderings would be presented to the public. They thought they might be ready for the May or June Board meeting for presentation.

### **OLD BUSINESS**

### **Discussion of Reimbursement Resolution**



The committee changed the agenda order and heard next from Ms. Elizabeth Hennessy of Raymond James. Ms. Hennessy addressed the importance of passing a resolution to authorize the issuance of debt certificates at a later time. She clarified for the committee members the need to pass the resolution now to allow the District to reimburse themselves for capital expenses from operational funds as the Board begins to spend funds in summer 2021. She emphasized it is hard to anticipate future legislation that might affect how and what the District may spend funds on. The Board would have three years to pay this back after a capital expenditure should they decide to issue debt certificates. The committee discussed the implications of passing such a resolution. The majority were in favor of doing so as a precaution. Mr. Evan Lukasik continued to express his concern. He noted that the Board communicated in the MFP that phases 1 and 2 could be completed with existing fund balances while still maintaining a comfortable reserve for operating contingencies, and that passing a debt resolution at this time seemed premature. He also did not want to exceed the budget and felt that passage of a resolution would make it too easy to issue bonds rather than to make hard decisions about design and construction to remain within the budget. Mr. Potter reminded the committee that such a possibility has always been in the plans presented to the public and asked for an informal poll to see where Board members on the committee stood. The majority were in favor of passing such a resolution at the April regular Board meeting.

### **Discussion of IGA Update**

The committee discussed the status of the discussions with the Kenilworth Park District on a formal Intergovernmental Agreement (IGA). The park district continues to desire a more formal agreement to allow them to schedule park district programs on the school campus and grant them preferential scheduling over other local organizations that also utilize the school campus. They have requested a five-year agreement with a three-year notice to terminate. The committee members discussed their views on such an agreement. The majority felt a formal agreement of this nature was not in the school district's best interests. They were hopeful a compromise of some kind could be found that would be less formal and encourage cooperation and trust between the park district and the school district. Ms. Donegan will continue to meet with the park district president to achieve this compromise.

The committee discussed briefly some timely issues involved with the construction. Mr. Bill Gordon had alerted Ms. Donegan that the storage of costumes and staging elements will need to go off campus during this summer's construction. He is working with the Winnetka Children's Theatre as a possible storage site until construction is completed. In exchange, the school district will allow the Winnetka Children's Theatre to use the costumes and staging for their productions until the completion of construction. The administration and the theatre company will work out the details.

In response to a concern raised by a committee member, Mr. Potter will investigate a question posed regarding proposed plans to install a cellular tower on property partially owned by the school district. There was also a brief discussion regarding confusion from two different community organizations that share a similar name but have different ideologies and goals. Mr. Lukasik noted he would stay apprised of developments and keep the Board members informed.

Mr. Potter took a moment to acknowledge that this was the last Building and Finance Committee meeting Mr. John Gottschall would be participating. He thanked Mr. Gottschall for his years of service on the



committee and as the Board's bill reviewer. He wished him well and offered thanks on behalf of the committee and the Board.

**DISCUSSION/INFORMATION ITEMS**

Dr. Bailey noted that preparation for the 2021-2022 budget continues. He anticipated he would have a draft of the budget for the May or June committee meetings. He referred the committee members to his report regarding the tenting contract and the March Financial Reports. The minutes from March 4, 2021, Building and Finance Meeting were included in the committee meeting documents. Mr. Potter asked that if there were any edits to the minutes to let him know. He will review them separately and provide Mrs. Campanaro with edits to the minutes before she posts them.

**PUBLIC COMMENT**

There was no public comment.

**ADJOURNMENT**

There being no further business, Mr. Potter entertained a motion to adjourn the meeting.

*Mr. John Gottschall motioned to adjourn the meeting at 11:15 a.m. Mrs. Mia Casey Sachs seconded the motion.*

The motion passed with all Ayes, and the meeting adjourned.

Attest for Distribution: DocuSigned by: Julie M. Campanaro  
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Julie M. Campanaro, Secretary

Approved: DocuSigned by: Stephen N. Potter  
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Stephen N. Potter, Committee Chairperson

ATTEST: DocuSigned by: Julie M. Campanaro  
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Julie M. Campanaro, Secretary