



**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 6TH DAY OF May 2021**

Mr. Stephen N. Potter called the meeting to order at 9:01 a.m. The following Committee members answered as being present: Mr. Bill Graham, Mrs. Mia Casey-Sachs, Mr. Paul Anderson, and Mr. Stephen N. Potter.

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

Board member Dr. Lisa Metzger-Mugg joined the meeting at 9:04 a.m.

PUBLIC COMMENT

There was none.

Mr. Potter introduced a community member, Mr. Nathan Brock, who has extensive expertise in construction projects, and who has been invited to participate in the Thursday Executive Construction meetings in an advisory capacity. He invited Mr. Brock to say a few words about himself and his family. Mr. Brock and his family moved into the District about two and half months ago. He expressed his delight with his child's education at Sears and the warm welcome from the community. He has been an owner's representative for over 15 years and worked on the Hurricane Katrina rebuild. Currently, he provides expert witness services and litigation support for construction. He works on both sides of litigation and arbitration. He hoped to lend his expertise to the school district's construction project as an opportunity to give back.

Mr. Potter welcomed Mr. Brock again and stated his eagerness to work with him with his wealth of experience and seen many things from different angles. Mr. Potter was hopeful he could help the District anticipate issues before they become real and help solve problems. He will participate in the Thursday meetings and maintain the strictest of confidence.

Mr. Potter asked Dr. Joe Bailey to introduce the first topic under New Business, the 2021-2022 budget development process.

NEW BUSINESS

Budget Development Discussion

Dr. Bailey referred those present to the presentation slide he provided in the meeting documents. He explained that the budgeting process had been underway since last summer. He has integrated in January through February 2021, the programming and staffing plans approved. The budget continues to be



developed from March through September 2021 as information on the levy and the results from the collective bargaining currently underway are revealed. Because the District factors these into the final budget, he was not certain he would have a high confidence level in any personnel expenses for the budget until the negotiations for both teachers and support staff are completed. He hoped to have a near-final high-level budget for the committee to review at their August meeting. Dr. Bailey invited questions.

Mr. Potter asked Dr. Bailey to have the near-final budget ready for review in June rather than August. If teacher salaries and benefits rates are not negotiated in time, he suggested utilizing the rates in place now in the draft, as this would in no way indicate a direction of negotiations. It will be necessary for the committee to thoroughly review and discuss the budget before presenting it to the entire Board in August and ultimately for final adoption in September. Mr. Evan Lukasik was hopeful to see the budget as a zero based budget. He was assured we were using that format.

Ms. Kate Donegan responded to an inquiry regarding if the cost of textbooks and new curricular materials is in the budget. She stated there was a budget line for textbooks in this budget. She further explained that there is a five-year mandated renewal cycle that is required for every subject area. She noted that this year the Social Science and Social and Emotional Learning (SEL) curriculum and materials are in the review cycle. She also added that she learned this was the last year for the science texts we are using and has approved the purchase of updated texts. She agreed to investigate the current Mathematics texts being used in the 6th grade, as a concern, that they may be well beyond the five-year renewal limit was suggested. The District will always have a standing textbook adoption line in every budget because we should be adopting a textbook series Pre-K through grade 8 in a content area every year. Curriculum renewal will be discussed at the June Board meeting in open session, so there is a clear understanding of the process and where the District is within the process, and the measures being taken to close any gaps in the curriculum.

Mr. Evan Lukasik had concerns that based on current budget numbers, it appears the District is going to have a gap this year in its tax levy revenue with a budget balance of a little over a million dollars for this year. He inquired if the District was still on target to collect the remaining tax levy dollars budgeted. He noted that in years past, the District has received only about \$200,000. Dr. Bailey felt these tax levy dollars would come in. Mr. Potter reminded the committee that Cook County had extended the property tax deadline, this year which could contribute to the lower amount received to date. Dr. Bailey will look into this and get back to the committee.

Dr. Bailey was also asked if the District could expect additional federal dollars this year, as it appeared, what was received to date is lower than what was received in previous years. Dr. Bailey stated that the District received new grant funding that will be reflected in next month's financials. He anticipated receiving additional federal funding COVID dollars as well. Dr. Bailey will look into where and when this funding will come. Mr. Lukasik also questioned why it appeared there was a different fund balance amount noted on other pages of the balance sheet. He wanted to have consistent information and accurate information across the reports. Dr. Bailey will review this with Mr. Potter and make any necessary corrections.

There was a question from Mr. Bill Graham regarding if the negotiating team has looked at other districts to see where the Kenilworth school district falls compared to salaries and benefits, as this will be a crucial component in the FY22 budget. Mr. Potter assured him that this had been done and reminded the



committee that, as reported previously, our district benefits and salaries are within 98 percentile. The same comparisons are also being made for the support staff negotiations. Mr. Potter suggested that having the current compensation levels and costs levels from a benchmarking standpoint in the budget presentation in June would be useful.

Construction Discussion

Summer 2021 and 2022

Ms. Tracy Biederstadt stated that there had not been significant changes to the plans for the summer 2021 work. She proceeded with updates regarding the work for summer 2022. She noted there had been additional development of the plans, especially within the existing school Baker Building and some in the original school building, and she invited Ms. Heather Juhl to begin with the new renderings for this work. The new renderings revealed plans involving the corridor space, art rooms, practical arts room, the learning spaces on the 1st and 2nd floors, the lower level science rooms, and the outdoor entrance area in the back. The committee liked the designs, though there were some reservations expressed regarding the need to avoid trendy themes in design and keeping the spaces more flexible in years to come. Specifically discussed were the acoustical “clouds” to be hung from the concrete ceiling. The committee was reminded that they will have the final say in these designs and will have an opportunity for additional feedback. Dr. Metzger-Mugg wanted to be sure that the programmatic elements of the designs would be evident in the presentations in June. She suggested that Ms. Donegan, Dr. Helfand, and a teacher could address how the designs integrate educational and programmatic goals. The committee agreed that good communication was vital. Demonstrating to the community how each phase is addressing these goals should be part of the June presentations. Mr. Potter agreed and reminded the committee that all of the District's stakeholders were closely consulted and continued to be consulted. The recommendations made regarding the educational and programmatic elements are reflected in the designs. The task is to ensure this is communicated well to the community.

Ms. Juhl, when asked, stated that 60% of the designs were complete. Mr. Potter asked DLA to explain the iterative process between the design work and the budgeting process. When do we get to a point where we are getting into the detailed specific cost structure? Ms. Biederstadt stated the next step is meeting with the teachers and integrating some additional suggestions. DLA would then take these conceptual renderings and provide them to Frederick Quinn. Frederick Quinn will work from them and will give far more detail on materials and costs based on schematic drawings. When asked, Mr. Jack Hayes told the committee that the schematic design budget would be ready in time for the June budget presentation.

Ms. Biederstadt said that DLA could not meet with the Village this week as hoped, but they were scheduled to meet on May 14. In addition, there was a third meeting planned with teachers regarding the programmatic aspects of the design.

Mr. Hayes was asked about continued value engineering. He explained that this would be possible in decisions on finishings rather than base work like electrical, plumbing, and concrete work. These are items that require specific materials to be in code and structurally sound; there is not a lot of room for additional savings. There is more room for monetary decisions in areas like using sustainable materials and incorporating 21st-century programming elements of design. He stated that Frederick Quinn is always mindful of the budget and dedicated to remaining on budget through every step of the project. Mr. Potter



asked the committee if having an update on commodities pricing each month would be useful information related to budget and scope. Mr. Hayes counseled against the idea of locking in on a particular rate for commodities as there were inflationary factors already built into the bids. Mr. Hayes gave an example of the problems if you lock into a price for concrete, but the preparation for laying the concrete is not complete, you run a risk of losing that pricing. Mr. Nate Brock agreed that the District assumes a risk by following this practice.

Mr. Potter asked Mr. Hayes about the status of the summer 2021 contracts. Mr. Hayes reported they were at the submittals and shop-drawing contract phase. He noted they are working hard with casework and millwork subcontractors to adhere to the construction schedule. He was asked about a contingency plan should the work be incomplete by the fall. Mr. Hayes said he would work with Ms. Donegan and Dr. Helfand to identify a temporary space plan if it is needed. Ms. Deb Keegan, the Communications Coordinator, asked DLA what should be shared at this time with the public on the Master Facilities Plan (MFP) webpage. Mr. Wright suggested waiting on publishing the new renderings until June, so it is tied into the communication and presentation at the June Board meeting so that everything is in context.

DISCUSSION/ INFORMATION ITEMS

Update in Discussion with Village of Kenilworth on Master Facilities Plan

Mr. Potter inquired about the delay in meeting with the Village and how it will affect the timing of permits. Ms. Biederstadt stated that the permits for summer 2021 work were issued already. She is meeting with the fire chief and the Village. DLA will review the locations of the sprinkling system, access, codifying electrical work, and so on with the fire department. They will need to work with the Village to keep informed of any zoning hearings. Letters of notification and interior designs have been shared with the fire department. The regional office of education has approved the exterior work.

Discussion Regarding the Outdoor Garden May 3rd Meeting

Mr. Graham reported to the committee that the walk-through in the garden had been very productive. A large group gathered made up of members of the Sustainability Committee, interested parties from the community, DLA's landscape architect, and Mr. Scott Byron, who volunteered his time. Former Superintendent Dr. Kelley Kalinich was consulted regarding the traditional importance of some of the garden elements. With consultation, the group successfully identified traditional garden elements necessary to maintain in the future design and which plants and trees could be successfully transplanted and repurposed later in the new garden. Mr. Byron graciously volunteered his experts to pot/contain these plant elements, and homes in the community will be found to care for them until it is time to replant them. Mr. Steve Wright stated the new landscape design would be included in future renderings. The committee asked how this work could be tied into LEAD points and was told only some sustainability points for using native plants and the use of water in the water barrel for irrigation. They were told the majority of LEAD points would come from the selection of mechanical, electrical elements and utilizing sustainable materials.

Update on Discussions with the Kenilworth Park District Regarding Collaboration Efforts



Mr. Potter reported that he and Mr. Lukasik met with the Friends of Kenilworth (501c3). This group has former members from the Village House Committee on their roster. They discussed the survey sent out by the park district, which enjoyed a good response rate. There were some consistent themes in the responses. The question about what to do with the \$300,000 remaining from the fundraising for the Village House project was discussed. Any donors who requested a refund received it. The park district is asking for an endorsement of their plans from the Board of Education. There were questions from the committee members regarding what an endorsement means. It could include the use of school campus locations for their programs as well as monetary support. If monetary support is being requested as part of the endorsement, the Board wants a clear statement of what that entails. They cannot approve funds without knowing the details. Mr. Potter and Mr. Lukasik will go back to them and get these specifics. Then if this is understood and approved by the Board of Education, it could be communicated to the community.

Mr. Potter advised the committee that a possible legal issue may arise regarding a conflict between two separate organizations with very similar names of Friends of Kenilworth but with different goals and objectives. Mr. John Hart, the Park District Board President, had contacted the other group regarding changing their name. If they elect not to do this, there could be a legal suit brought. Mr. Potter was asked about the status of the IGA with the park district. He stated that he is waiting for a revised IGA that the Board can review.

There was a brief question addressed about how the construction designs will make the area feel like a campus. Mr. Wright mentioned creating a soft material playground in a location yet to be determined and the structuring of the outdoor area with natural barriers.

April Financial Reports

The committee discussed the financial reports presented by Dr. Bailey in the meeting documents. Dr. Bailey also took the opportunity to address a question asked earlier in the meeting. He noted that the expenses appear higher this month due to the payment of a tuition bill from NSSSED and an invoice from New Trier High School. These are annual bills that came due.

The committee discussed several issues around the security audit done, and Mr. Potter asked about safety recommendations regarding the Green Bay Trail rerouting. These topics will be discussed in more detail during a closed session at the June 4, Building and Finance meeting. Ms. Donegan discussed the security consultant who conducted the audit observed foot and bicycle traffic surrounding the school. He was shocked at the amount of activity on the premises during the school day and would have some recommendations about that. She also stated that there would be a broader presentation on safety, including results from the technology audit during the June Board meeting. Mr. Potter requested that Chief Miller be invited to the Building and Finance meeting for the closed session discussion.

Dr. Metzger-Mugg expressed her hope for a robust safety plan during construction. She also hoped that the fencing required during construction be useful in branding the work being done to reflect the guiding principles and goals for the project. She also inquired about the annual Emergency Preparedness meeting that involves the fire and police departments, members of the community, staff, and a Board member. She was informed the meeting is scheduled for May 24 in the afternoon.



PUBLIC COMMENT

Mr. Nate Brock mentioned his concern about presenting the ceiling designs too soon. He suggested the Board should finalize the design before it is included in the public plans. His observation was that there tends to be a focus on these types of design elements. Currently, from a design standpoint, the Board is in more of a structure and a systems perspective phase as opposed to finishing elements at this time, and factors that affect design could change.

ADJOURNMENT

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

Mr. Evan Lukasik motioned to adjourn the meeting at 10:54 a.m. Dr. Lisa Metzger-Mugg seconded the motion.

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

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

Approved: ^{DocuSigned by:} Stephen N. Potter
Stephen N. Potter, Committee Chairperson

ATTEST: ^{DocuSigned by:} Julie M. Campanaro
Julie M. Campanaro, Secretary