


**THE JOSEPH SEARS SCHOOL**

 Kenilworth School District No. 38 Board of Education
 

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**MINUTES FOR THE BUILDING AND FINANCE COMMITTEE MEETING OF THE BOARD OF  
 EDUCATION OF KENILWORTH SCHOOL DISTRICT NO. 38, COOK COUNTY, ILLINOIS  
 REMOTE VIA ZOOM LINK  
 THE 6<sup>TH</sup> DAY OF AUGUST 2020**

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

Also, present were Ms. Kate Donegan, Superintendent, Dr. Joseph Bailey, Business Manager, Mr. Evan Lukasik, Board of Education President, and Board members, Mr. William Graham, and Dr. Lisa Metzger-Mugg.

**PUBLIC COMMENT**

There was no Public Comment.

**OLD BUSINESS**

**2020-2021 Budget Review**

Mr. Potter outlined the order of the meeting. He encouraged all of the Board members to attend future Building and Finance Committee meetings. With the beginning of collective bargaining, and work on the Master Facilities Plan work, these committee meetings may be of interest. The Committee meetings will be held via Zoom on the first Thursday of each month at 9am CST.

Prior to the review of the 2020-2021 proposed budget, the Committee discussed the fiscal year 2019-2020 results, which were found to be consistent with expectations. The year-end Fund Balances were nearly \$25 million with \$2 million in the bank account. Mr. Lukasik asked Dr. Bailey to consider ways to report the financials monthly going forward that accurately reflect where the District expenses are in relation to the budget. The financial reports should also have some key operating metrics to measure our progress and show year-to-year comparisons.

The timeline for the budget approval was discussed noting the proposed budget will be publicly posted with the August Board meeting materials and approved at the September Board Meeting after a Public hearing. Dr. Bailey gave his presentation on the proposed 20-21 FY budget with some key points. It was noted the draft operating budget is balanced with a 2.3% increase in the tax levy with a comparable increase in expenses, including the contractual increase for teachers and a 3% increase for administrative staff. The draft budget shows an approximate \$130,000 increase in spending due to COVID-related expenses (outdoor teaching tent, cleaning, etc.) but with a reduction in expenses due to school closure (field trips, professional education, etc.). A \$3.5 million capital expenditure placeholder has been included in the draft budget to reflect the District's intention to begin the school renovation and expansion project in spring of 2021.

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The Committee discussed the projected increase in staffing costs and discussed ways the District might reduce spending in areas such as general supplies and extra duties. It was noted that the largest expense, approximately 75%, is compensation and benefits. The Committee hoped to look more closely at the details of Extra Pay for teachers over coming months in anticipation of the upcoming negotiations.

Ms. Donegan was asked if the District could take advantage of any additional grant funding. She explained that due to the economic standing of the District, we are not usually eligible for many grants. The district will receive only \$10,000 from the Cares Act. Ms. Donegan assured the Committee that the administrative team is always looking for any possible alternative means of funding the District might take advantage of and mentioned a small grant she has applied for based on a one school-one book initiative. The architect might also be helpful in identifying any sustainability grants we might be eligible for based on the nature of our renovations.

The Committee would like to get a better understanding of the Joseph Sears School Foundation as the foundation is separate from the district and not under the control of the Board of Education.

The Committee encouraged Ms. Donegan to continue to monitor spending in areas that can be controlled and reduce expenses wherever possible.

Dr. Metzger-Mugg inquired about the school's Illinois Report Card and the cost per pupil reflected there. She wanted to understand better, where the data is coming from. Dr. Bailey noted that much of the data comes from our Annual Financial Report filed with the State. It was noted that while compensation and expenses are increasing, enrollment is diminishing. The administration will need to be more purposeful in planning around enrollment.

Mr. Bailey concluded his budget review and asked the Board members to email him with any changes they would like to see in the presentation at the August meeting.

**Master Facilities Plan**

Mr. Potter outlined the status of the Master Facilities Plan. The architect, DLA took all stakeholder feedback and developed three initial options for the Board's consideration. The options incorporated a new HVAC system, a cafeteria, rearranged common space, and modernized classrooms in the range of \$12-15 mm. Plans were developed with the primary vision of giving our District's students the best possible learning environment, with a strong secondary vision to create a great community space that gets maximum usage and benefits the community.

The Committee found these initial plans had not sufficiently incorporated all the community needs expressed and integrated with aspects of the Village House plan. The architect was asked to develop some new options. The Building and Finance Committee discussed the scope of the overall project budget and agreed an overall budget of \$18-20 million could be supported,



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depending on the alignment with the Park District. DLA will present the new options at the Committee’s September 3 meeting. A follow-up Community Visioning Session will be held sometime in late September, and the expectation is to approve the full Master Facilities Plan in the late autumn.

**PUBLIC COMMENT**

There was no Public Comment.

**ADJOURNMENT**

There being no further business, Mr. John Gottschall made a motion to adjourn the meeting at 11:30 a.m. Mr. Evan Lukasik seconded the motion.

The meeting adjourned at 11:30 a.m.

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