



**MINUTES FOR THE BUILDING AND FINANCE COMMITTEE MEETING OF THE BOARD OF
EDUCATION OF KENILWORTH SCHOOL DISTRICT NO. 38, COOK COUNTY, ILLINOIS
MASTER FACILITIES PLAN COMMUNITY PRESENTATION
REMOTE VIA ZOOM LINK
THE 1ST DAY OF OCTOBER 2020**

Mr. Stephen N. Potter called the meeting to order at 6:30 p.m. The following Committee members answered as being present: Mr. Stephen N. Potter. Mrs. Mia Casey Sachs and Mr. John Gottschall.

Also present were Ms. Kate Donegan, Superintendent, Dr. Joseph Bailey, Business Manager, Dr. Stephanie Helfand, Principal, and Mrs. Deborah Keegan, Communications Coordinator. Other Board of Education members present were Mr. Evan Lukasik, Board of Education President. Additionally present were Mr. David Stephen, New Vista Designs, DLA representatives, Ms. Tracy Biederstadt, Mr. Steve Wright, Ms. Heather Junl, and Mr. Matt Lowe. Community members, Mr. John Hart, President, Kenilworth Park Board, Mr. and Mrs. Yahlburg, Ms. Mary Johnson, and Mr. Bartholomay. Other community members were present but were not named.

Board member Dr. Lisa Metzger-Mugg arrived later.

PUBLIC COMMENT

Public comment would be held at the end of the meeting, after the presentation and break-out sessions.

INFORMATION ITEM

Master Facilities Plan Presentation

Mr. Stephen Potter welcomed everyone to the meeting and reviewed the agenda outlining the activities for the evening. He introduced Board President, Mr. Evan Lukasik, to provide a framework of the work done to date. Mr. Lukasik outlined some of the long-term goals and visioning highlights. Mr. Lukasik noted the District continues to work closely with Mr. David Stephen, the DLA architectural firm representatives, and Mr. John Hart from the Kenilworth Park District. He introduced the new administrative team and complimented them on their efforts this year. He invited Ms. Kate Donegan, Superintendent, to address the meeting.

Ms. Donegan stated how happy she was to be a part of the school community and her eagerness to bring the Master Facilities Plan vision to reality. She commented that the plan encompasses many aspects of planning, including the District's current and future needs. She invited Mr. David Stephen to continue the evening's presentation.



Mr. Stephen gave an overview of the Master Facility Plan visioning process to date. He stated that a Visioning Group comprised of teachers, staff, administrators, students, and community members had met a few times. Mr. Stephen also met with smaller separate groups for additional feedback. He learned that the overall theme that came throughout the meetings was the desire to honor tradition and current and future needs. He stated that the strategic plan and long-term goals of the District, as well as sound fiscal planning, were a part of the creation of the current option presented this evening. The consolidated notes, gathered from the many meetings held, have been summarized and posted to the [Vision Sears Master Facilities Plan](#) web page.

Mr. Stephen outlined some integral concepts that were a part of the planning, including the "6 R's", reading, writing, arithmetic, rigor, relevance and relationships and "4 C's", critical thinking, communication, collaboration, and creativity. There was a focus on Social and Emotional learning and collaborative, grade-level learning. He outlined the priorities and guiding principles of the project as arrived at by the visioning group. He introduced Mr. Matt Lowe of DLA, the architectural firm hired.

Mr. Lowe presented the Design Patterns utilized in the planning and the renderings used this evening. Many design features were considered: welcoming school and community entrances, spaces for collaborative learning, professional work areas, outdoor learning, sustainability, and thoughtful renovation. He asked Ms. Heather Juhl of DLA to review the highlights and construction plan renderings.

Ms. Junl stated that as mentioned before, the plan was a multiphase plan and some unique challenges presented by features of the physical campus. i.e., the Skokie ditch, the tunnel, and the Green Bay Trail. These features, while challenging, could be worked around. The option presented now was the seventh rendering presented to date. Ms. Juhl outlined plans for the first floor that would house administrative offices, a welcoming front entrance, the Library Technology Center (LTC) (moved from the 2nd to the 1st floor), a "cafenasium" with community space and access, open areas for many different kinds of school and community use and the addition of a Park District office to support after school hours enrichment. The "cafenasium" space would replace the auditorium, and the Junior Kindergarten playground will be moved to the atrium area to allow for additional parking. The second floor would primarily house all of the Junior High classrooms, except for the science labs that would remain on the lower level. A lower level would have a third science lab added and would open to the commons area.

She went on to say that the plan puts great emphasis on sustainability and the outdoor classroom, items that contributed to the Green Ribbon status awarded to the District. Features were added to include a "green roof," rainwater harvesting, and the addition of solar panels. There would be an abundance of natural light provided by skylights and multiple windows.

Mr. Stephen addressed some of the feedback already received, as outlined in the feedback summaries posted online. He added that there would be an additional opportunity to provide feedback on what is being presented tonight during break-out sessions later.



Mr. Potter addressed the financial concerns noting that the District was in a favorable financial position with its current fund balances and an annual budgetary surplus. He added there would be no need for a referendum for additional funding. The Board of Education will closely monitor the project, and the District would work closely with the construction manager to stay on budget and on time. The Building and Finance Committee will continue to identify additional sources of funding. He invited those interested in attending the upcoming Building and Finance Committee meetings to get a more granular understanding of costs and budget.

Mr. John Hart, President of the Park District Board, addressed the meeting next, outlining the plans of the park district as it would align with the school district plans. He stressed that this was a very preliminary plan. He reported the project would entail building a new field house/community center, widening of Townley field with new lighting, the possible addition of new restrooms, and utilizing the new spaces available in the school building for further development of youth programs and community enrichment. With the new field house would also come additional storage for athletic and community programs. Other potential opportunities could support the plans, including the ability to move the Green Bay Trail, and possible additions of restrooms on Townley Field, and possible changes to Richmond Street. Mr. Hart added these opportunities were hypothetical at this time. He also addressed the financial aspects of the Park District plan. The plan would be a \$2-\$4 million plan, funded by utilizing the funds already donated for the *Friends of Kenilworth* campaign, leasing fees collected for Townley Field and the field house, support from local community organizations like the JSSPVA and the Boys Scouts and Girls Scouts athletic organizations and the application for an ITEP Grant. The facilities would self-funding and maintained by program fees and rental fees. He indicated that since the plans have changed for the Village House, the Park District could refund funds raised by the *Friends of Kenilworth* campaign if requested by concerned donors.

Mr. Stephen thanked Mr. Hart. Next, he explained that each meeting participant had been assigned to a break-out session group for the evening led by an administrator, a DLA representative, or himself. During the break-out sessions, the participants would be asked to discuss their concerns, positive aspects of the plan, and any questions they might have. After the five-minute break-out session, each leader would present the key themes that arose from the discussions.

The break-out sessions concluded, and each session leader presented the key concerns and positive feedback from their session. Some key themes listed were concerns about: the loss of the Nygaard Auditorium, parking taking the place of play areas, location and security of entrances, code issues with challenging physical aspects of the site, the need to create new classrooms, the relocation of the outdoor classroom, the effects of the different construction phases on the instructional environment, reduced capacity between the auditorium and the "cafenasium" and had fiscal planning been thorough. Positive feedback ranged from delight with the proposed new separate entrances, "green" and sustainable aspects of the plan, and the modernization and creation of collaborative learning spaces, 21st century approach to classroom design, additional



natural light, the addition of a cafeteria area, more space for community use, and relocating the bike trail.

Some questions posed were about the actual square footage of additions, plans should enrollment increase dramatically, and maintaining security. In response to the inquiry about square footage, it was noted that this would be available on the MFP webpage. Mr. Hart addressed security by stating that there would be park district personnel in the added park district office during off-school hours, to monitor those coming in and going out. Ms. Donegan said that egress to the school areas during the school day would remain locked. No one could enter except through the front office, as is currently the practice. Students' and staff safety is a top priority, and the Kenilworth Police Department has been an integral part of the planning process. Regarding the enrollment, the District always monitors enrollment and makes adjustments whenever there has been a significant increase or decrease in enrollment.

Mr. Potter invited any further questions. Mr. Bartholomay, a resident, inquired about the project's financial aspects and if it were realistic. Mr. Potter responded that the Building and Finance Committee gave thorough attention to the financials, and the District is favorably positioned, with current fund balances and its debt obligations. He is confident the plan in place is realistic. Mr. Potter invited anyone interested in more detail to attend the upcoming Board of Education and Building & Finance Committee meetings, posted in advance of the meetings with an agenda. He added the next Building and Finance Committee meeting is on Friday, October 9, at 9:00 a.m.

Residents, Mr. and Mrs. Yahlburg thanked all involved with the planning. Mrs. Yahlburg reminded the Board that there is a significant amount of time involved in setting up and taking down any given event. Numerous events require setups that must remain in place for long periods. She specifically referred to rehearsals for "Scamper" and the eighth grade play and wondered if this would affect the common space's availability for other events. Resident, Mrs. Mary Johnson, added her agreement with Mrs. Yahlburg and expressed hope that this was taken into account when planning. Dr. Stephanie Helfand acknowledged the concern but added that there is not enough instructional space currently. The elimination of the auditorium will allow the room necessary to create additional classroom and added this aspect of the plan is still under review.

Mr. Potter and Ms. Donegan thanked all who participated in the meeting and looked forward to continued community involvement and feedback.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT



THE JOSEPH SEARS SCHOOL
Kenilworth School District No. 38 Board of Education

542 Abbotsford Road • Kenilworth, IL 60043 • 847.256.5006 • kenilworth38.org

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

Mrs. Mia Casey Sachs motioned to adjourn the meeting at 8:00 p.m. Mr. John Gottschall seconded the motion.

The motion passed with all Ayes, and the meeting adjourned at 8:00 p.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