

Kenilworth School District No. 38

MINUTES OF A MEETING OF THE BUILDING AND FINANCE COMMITTEE
OF THE BOARD OF EDUCATION OF
KENILWORTH SCHOOL DISTRICT NO. 38, COOK COUNTY, ILLINOIS
December 1, 2015

The Building and Finance Committee of the Board of Education of Kenilworth School District No. 38, Cook County, Illinois, met on the 1st day of December, 2015, at 1:30 p.m., in the Faculty Hall Conference Room of The Joseph Sears School, 542 Abbotsford Road, Kenilworth, Illinois. Members present included: Mrs. Mindy Kelly, Mrs. Stacey Van Metre, Mrs. Suzanne Nelson, Superintendent/Chief School Business Official Dr. Crystal LeRoy and Communication Coordinator Mr. Chike Erokwu.

Mrs. Kelly called the committee meeting to order at 1:49 p.m.

Review of Minutes from November 3, 2015 – The minutes were approved as presented.

Public Comment – Mrs. Kelly invited public comment. There was none.

Mrs. Van Metre moved to enter into Closed Session to discuss the purchase or lease of real property for the use of the public body. The motion was seconded by Mrs. Nelson.

The Building and Finance Committee entered Closed Session at 1:50 p.m.

The Building and Finance Committee returned from Closed Session at 1:57 p.m.

Discussion of Recommendation for Request for Qualifications for Architectural Services Finalists –

Dr. LeRoy outlined the process used in obtaining RFQs from architectural firms. Dr. LeRoy sent RFQs directly to ten architectural firms and the District's current architect firm, Healy, Bender and Associates. A notice had also been placed in the local newspaper. Dr. LeRoy said she received eight proposals on Nov. 30. She narrowed those proposals down to three based upon each firm's references and experience working with school districts. The three finalists were Healy, Bender and Associates, DLA Architects and Ruck Pate Architecture.

Committee members discussed the merits of utilizing the District's current architectural firm for the facilities project. Members agreed that Healy, Bender and Associates has historical knowledge of the District, which could potentially save time and money on the project.

Dr. LeRoy led a discussion on the other two architectural firms she recommended to the committee. Dr. LeRoy said she received a positive recommendation for DLA Architects from the business manager in Avoca District No. 37. Additionally, DLA Architects had other outstanding references. Ruck Pate Architecture received a recommendation due to their familiarity with the area and their flexibility in navigating around obstacles while working through projects in Glenview.

All three firms will present their proposals to the District during the next Building and Finance Committee Meeting on Dec. 7. Dr. LeRoy said she would create a rubric for evaluating the architectural firms. She said she would share the rubric, along with some suggested questions, with the Board in advance of the next meeting.

Committee members discussed the importance of outlining the process through which the District would go about soliciting feedback on facilities project needs and suggestions from various stakeholders. Dr. LeRoy said faculty feedback would be obtained through team coordinators. The

committee discussed other possible ways of getting feedback from stakeholders. Possible methods of obtaining feedback include a short, 10-question survey in which faculty and staff would rank project priorities.

Mrs. Kelly suggested that when discussing the project with the architect, it would be helpful to generate a list of alternative, less expensive projects that could have a major impact on the campus for a relatively small amount of money.

Review of Next Steps for Future Project Work - The committee reviewed the actions they will take going forward. In addition to preparing the rubric and questions, Dr. LeRoy said she would gather feedback on the facilities project from various district stakeholders. The top three architectural firms will have 45 minutes to present their RFQs on Dec. 7 with time allotted for questions and group discussion. Once the architectural firms present, the committee will select one and present that to the Board for approval during the Dec. 14 meeting. The contract with the architectural firm will go into effect on Dec. 21. Dr. LeRoy said she would like to have a budget in place on what the District hopes to accomplish with the project by January.

Set Future Meeting Date - The Building and Finance Committee will next meet at 8:30 a.m. on Dec. 7.

Mrs. Nelson moved, seconded by Mrs. Van Metre, to adjourn the meeting.

Mrs. Kelly adjourned the meeting at 2:49 p.m.

Respectfully submitted by,



Chike Erokwu
Secretary, Board of Education
Kenilworth School District No. 38