



**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 16<sup>TH</sup> DAY OF SEPTEMBER 2020**

Mr. Stephen N. Potter called the meeting to order at 9:02 a.m. Upon roll call, the following Committee members answered as being present: Mr. Stephen N. Potter, and Mr. John Gottschall.

Also, present were Ms. Kate Donegan, Superintendent, Dr. Joseph Bailey, Business Manager, Mrs. Julie M. Campanaro, Board Secretary, Mr. Evan Lukasik, Board of Education President, and Board members, Mr. William Graham, and Dr. Lisa Metzger-Mugg. Also present was Mr. Robert Mellecker, Midwest Environmental.

**PUBLIC COMMENT**

There was no Public Comment.

**NEW BUSINESS**

Mr. Potter moved the Air Quality Report item to the first item of discussion so Mr. Mellecker could depart at the conclusion of the discussion.

**Air Quality Report**

Dr. Bailey opened the discussion by explaining that the testing had been a proactive move on the part of the Administration to insure the safety of the students and staff in the building due to any possible changes in environment due to COVID-19. Dr. Bailey invited Mr. Mellecker, from Midwest Environmental, to present his report on Air Quality testing done at the school.

Mr. Mellecker reported that in late July Midwest Environmental tested the air quality at the Joseph Sears School in several rooms and locations as a snapshot of air quality in the building. The measurements taken were done using non-invasive procedures such as using thermo-imaging to obtain mold samples. He explained that mold spores are found everywhere, as part of the natural environment and most are not harmful. He reported that as expected there were minimal mold spores found which are not harmful. This was expected because the doors and windows whenever possible are left open during school hours to create airflow as recommended by health officials, as such natural mold spores found in nature were found in the school at low levels. Had there been an issue other indicators would have been present. His recommendation was to continue the deep cleaning and installing new filters already being done by maintenance.

The committee members inquired if any levels found exceeded what was acceptable and should a second testing be conducted to insure there have been no changes in the mold spore levels later. It was suggested the initial reading could be used as a baseline. Mr. Mellecker responded that he



observed no mold levels found exceeded acceptable limits and were normal in all aspects. He said that the decision to test again was one for the Board of Education to make, but should they decide to do so, the same scope of work could be duplicated quickly. He also responded to inquiries if there were alternative times to do a second test. He recommended avoiding testing during construction and suggested testing at a time when only the usual students and faculty would be present. This would take into account additional variables such as seasonal indicators and the usual building population in the measurement.

The committee members discussed the best way to communicate the findings and recommended the communications be consistent. Typically, news of any kind is quickly circulated through the community and can be distorted. The committee believed it would be beneficial to get ahead of any inaccurate speculation or perceptions. The committee discussed the intention to conduct a second test and maybe test annually thereafter. There being no further questions for Mr. Mellecker, he departed the meeting.

## **OLD BUSINESS**

### **Kenilworth TIF District Update**

Mr. Potter returned to the order of the agenda and asked Dr. Bailey to provide his update on the TIF District. Dr. Bailey reported that there would be a meeting of the Joint Review Board for the Green Bay Road Redevelopment Area and that he and Ms. Donegan would be representing the school district. This is a public meeting and anyone interested may join via Zoom. The committee discussed the effect of the TIF district on district revenues and residents' tax rates. They concluded that homeowners would see an increase in their EAV. Ultimately, the idea of a TIF district is that those funds go toward infrastructure improvements in the municipality resulting in more sales tax and shifting the tax burden away from residents. The Board will have a fuller conversation on this topic after the Joint Review Board Meeting.

### **Master Facilities Plan Update**

The committee discussed the status of the Master Facilities Plan (MFP). The District has been working with the architects, DLA, to fine-tune the plan, developing a version would allow for a good community result. While the plans are primarily for the students and the school it was hoped that, some aspects of the plan could offer some community benefits as well. The next steps were DLA would conduct another community visioning session, followed by presentations to the faculty and staff and the community on October 1. The plan could be presented to the Board of Education for possible adoption at the November 16, Board of Education meeting.

The committee took time to discuss the contract extension requested by New Vista representative, David Stephen. Concerns were expressed that the initial proposal tendered by New Vista should have calculated better the need for extra time on the project and that the District should not be held responsible for any additional costs. Any additional time spent should



have been preapproved. They in no way questioned the ethics of Mr. Stephen and attributed the additional charges due to a lack of foresight. It was acknowledged that the District however, should have been more mindful of possible cost overruns. It was recommended that the District take this up with a higher-level management but will likely approve payment with the caveat that all additional time must be preapproved. The District wants take advantage of his expertise and allow him to close out this work. He has done an excellent job overall on the project.

Returning to the MFP discussion, the Committee discussed other aspects of the plan including funding and how the MFP would be communicated to the school community. Thanks were expressed to Dr. Helfand, Dr. Bailey, Ms. Donegan, Mr. Potter, the visioning team and the school community at large, who have participated every step of the way.

### **FY21 Budget Update**

Dr. Bailey gave his FY21 budget presentation that will also be presented at the September 21, Regular Board meeting. He outlined some of the changes to the tentative budget presented in August including adding architect fees and reducing the estimated COVID-19 related costs, which would be mitigated through the Cares Act. He characterized the budget as conservative. He responded to questions from the committee on the EAV's effect on the budget, and ways to reduce expenditures to bring the District's per pupil spending more in line with the median of the other sender districts. Areas such as staffing, extra duty pay and general supplies were identified as possible areas to reduce costs over time. The committee felt it would be useful to add footnotes to the presentation to indicate where the data in Dr. Bailey's charts had been derived. Dr. Bailey will also develop for the November Board meeting, a set of metrics to create a baseline for comparison as the year progresses. He will also provide comparisons between actual costs and the amount budgeted over the course of the fiscal year to maintain focus on expenditures.

Dr. Bailey responded to questions regarding the EAV per/pupil historical data in his presentation. He stated he had utilized the AFR and Forecast5 as sources for this slide's content.

Mr. Potter thanked Dr. Bailey for his thorough presentation. He also acknowledged the smooth transition from Dr. Gary Zabilka to Dr. Bailey and stated he looked forward to continuing to work with Dr. Bailey.

Mr. Potter requested that in the interest of time, the committee defer the remaining topics on the agenda to the next meeting in October.

### **PUBLIC COMMENT**

There was no public comment.

### **ADJOURNMENT**



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

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There being no further business, Mr. Potter entertained a motion to adjourn the meeting. Mr. Bill Graham motioned to adjourn the meeting at 11:16 a.m. Dr. Lisa Metzger-Mugg seconded the motion.

The motion passed with all Ayes and the meeting adjourned at 11:16 a.m.

Attest for Distribution: <sup>DocuSigned by:</sup>  
*Julie M. Campanaro*  
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Julie M. Campanaro, Secretary

Approved: <sup>DocuSigned by:</sup>  
*Stephen N. Potter*  
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Stephen N. Potter, Committee Chairperson

ATTEST: <sup>DocuSigned by:</sup>  
*Julie M. Campanaro*  
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Julie M. Campanaro, Secretary