



Glen Ellyn School District 41: Ignite Passion. Inspire Excellence. Imagine Possibilities.

**MINUTES
BOARD OF EDUCATION
FINANCE AND FACILITIES COMMITTEE MEETING**

**AUGUST 11, 2014
6:30 p.m.
CENTRAL SERVICES OFFICE
793 NORTH MAIN STREET
GLEN ELLYN, IL 60137**

The meeting was called to order at 6:31 p.m.

Present: Committee members Drew Ellis, Joe Bochenski and Patrick Escalante, Superintendent Dr. Paul Gordon, Assistant Superintendent Bob Ciserella, Director of Technology Mike Wood, Chief Communication Officer Erika Krehbiel and Recording Secretary Carolyn Gust.

Review and approval of minutes from the June 23, 2014, meeting: The minutes were reviewed and approved and will be posted to the district website. Mr. Bochinski recused himself from approving the minutes as he was not present at the June 23, 2014, meeting.

Annual Review of the Financial Condition of District Qualified Financial Institutions
The district Assistant Superintendent of Finance, Facilities & Operations, acting as the investment officer, is required to review the financial condition and registration of all qualified financial institutions and broker/dealers the district utilizes on an annual basis. The district currently uses four such institutions to conduct its financial business. These institutions include Wintrust Financial Corporation (formerly Wheaton and Glen Ellyn Banks), MB Financial, Inc., US Bank and English Concepts d/b/a PMA Securities, Inc.

The Assistant Superintendent has reviewed the audit reports and registration of each of these institutions and found them to be in good standing.

Post Issuance of Compliance for Illinois Governmental Use Bonds

The Board of Education adopted a Record Keeping and Post-Issuance Compliance Matter Policy related to the issuance of debt certificates receiving Internal Revenue Service tax advantaged status. As the Compliance Officer, the Assistant Superintendent of Finance, Facilities & Operations is responsible to ensure that all required records are maintained in the business office as per policy, along with any related closing documents related to each Tax Advantaged Obligation. The Compliance Officer is also responsible to review each of the Tax Advantaged Obligations and report to the board whether or not the district has a potential liability to the United States Treasury. This has been completed and the district has no such obligations.

Maintenance Inspection and Capital Planning

Mr. Scarmardo, Director of Buildings and Grounds, presented the district's maintenance inspection and planning processes to the committee. Since Mr. Scarmardo has been with the district, the Buildings & Grounds department has improved its processes by creating inspection forms and has created an inspection matrix by which inspections are tracked and

recorded. The department uses the matrix for scheduling asset inspections on everything from buildings to playgrounds. Several inspection forms have been created to help staff inspect and document the condition of the asset. The forms guide staff through routine preventative maintenance practices for that particular asset. Staff is then able to use this information to make necessary repairs as a result from the inspection.

Long Range Facilities Planning document is updated annually in conjunction with a district-created capital projects timeline identifying potential capital projects through the year 2020. This planning document includes data from FGM's long-range plan and analysis that will provide the basis for decisions regarding when and where to build new capacity or renovate existing buildings.

Mr. Bochenski stated the importance of maintaining our property lines by proper maintenance of vegetation along the district's property lines. Mr. Scarmardo reported that administration has notified the village that several Franklin neighbors have their sump pumps draining onto our property and requested for assistance in resolving the issue. Mr. Scarmardo will continue to work with the village regarding this issue.

Open Items

The committee requested a three-year breakdown of state and federal funding. The committee would like a breakdown of existing IGAs to which the district is committed. The committee agreed to table this request at this time but that it will be revisited in the near future.

Other

Dr. Gordon reported that administration is reaching out to families with overdue student fees. Various communications have been sent to families with overdue fees resulting in the discovery of several different contributing factors, such as divorce, unused e-mail accounts, etc. The new approach is working and many families are paying their fees.

As a result of our new on-line registration/payment portals, paid fees have gone from approximately \$58,000 at this time last year to \$98,000 this year. The district continues to work with families to collect the fees including setting up payment schedules whereby families can pay their past due fees over time.

Adjourn: The meeting adjourned at 7:13 p.m.

Respectfully Submitted,

Carolyn Gust
Recording Secretary