



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

**MINUTES
GLEN ELLYN SCHOOL DISTRICT 41
FINANCE AND FACILITIES COMMITTEE MEETING**

**MAY 9, 2016
6:00 PM**

**HADLEY JR. HIGH SCHOOL
240 HAWTHORNE BLVD.
GLEN ELLYN, ILLINOIS 60137**

Present: Committee members Patrick Escalante, Joe Bochenski, and Kurt Buchholz, Superintendent Paul Gordon, Board of Education member Drew Ellis arrived at 6:13 PM, Assistant Superintendents Cheryl Witham, Laurie Campbell, Director of Technology Mike Wood, and Recording Secretary Carolyn Gust.

The meeting was called to order at 6:02 PM

I. Public Participation

Resident Jeff Cooper introduced himself to the district's new Assistant Superintendent, Cheryl Witham.

II. Review and approval of minutes from April 11, 2016, meeting

The minutes were reviewed and approved and will be posted to the district's website.

III. Rejection of Hadley Jr. High School Roofing Bids

During the November 2015 Capital Project presentation, administration shared with the board proposed summer Capital Projects which included roofing repairs at Hadley Junior High School. Dr. Gordon reported that the bids came back much higher than anticipated. The administration and bid document preparer Wiss, Janney Elstner, Inc. have reviewed the bid submittals and recommends that all bids be rejected and the roofing work be postponed.

The roof leak is not a major one and can be addressed in the interim with tuck pointing. With the upcoming Facility Task Force recommendation, this would save the district money by not having to do the work twice in the event that the task force recommendation includes work at Hadley.

This information will be presented to the Board of Education for approval later this evening.

IV. Staffing Update and Substitute Pay

Assistant Superintendent Campbell asked the committee if there were any concerns regarding the staffing update. The committee expressed no concerns.

The district has not increased substitute pay for approximately ten years, while neighboring districts have increased their pay. The result of which is District 41 becoming less competitive. The recommended increase places the district close to the top in sub pay but not quite the top.

This information will be presented to the Board of Education for discussion at its May 23, 2016, meeting and approval at its June 13, 2016, meeting.

V. 2016-2017 Budget Discussion

Dr. Gordon introduced Cheryl Witham as the new Assistant Superintendent for Finance, Facilities and Operations. Ms. Witham presented an overview of the budgeting process and what a budget should look like. The tentative budget will be presented to the Board of Education in June with official adoption in September.

Ms. Witham presented two types of budget documents she has utilized in the past. The budget document is a communication to the Board of Education, a comprehensive document which can be used throughout the year. Each board is different and has its own thoughts on how much detail the document should present. In Illinois, school districts are required to complete and file the ISBE report with the state. The committee discussed the different types of budget documents Ms. Witham presented and the committee's preference with regard to historical data and the number of years they would like to include. PMA software possesses that historical data and will be helpful in compiling the information. Ms. Witham presented two types of budget documents she has utilized in the past: one from New Trier District and one from Oak Park River Forest District. The committee would like the budget document to be more along the lines of the New Trier School District document than the larger Oak Park River Forest District document.

The committee discussed the idea of creating a community finance advisory committee. Ms. Witham has participated in several different types of these committees. The committee agreed to discuss this idea at a future meeting, possibly in August.

Discussion was held regarding the number of years out the committee would like financial projections to forecast. Projections now forecast three years out. Ms. Witham has done projections as far as ten years out and will follow the committee's recommendation. The committee is comfortable with five-year projections and will revisit the issue at a future meeting.

VI. Open Items

None.

VII. Upcoming Meetings

Monday, May 23, 2016, 6:00 PM

VIII. Adjourn

The meeting adjourned at 6:53 PM