



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

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

**JUNE 8, 2015  
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 Kurt Buchholz and Patrick Escalante, Joe Bochenski arrived at 6:46, Board member Stephanie Clark, Superintendent Paul Gordon, Assistant Superintendents Bob Ciserella and Laurie Campbell, Director of Buildings and Grounds Dave Scarmardo, Jack Hayes and Fred Marano of FOC, Chief Communication Officer Erika Krehbiel and Recording Secretary Carolyn Gust.

**Review and approval of minutes from the April 13, 2015, meeting**

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

**2015-2016 Copier Paper Bid Results and Purchase Approval**

The administration issued a call to bid for copier paper - Hammermill or comparable brand, 20 pound, white, 8 ½" x 11" - for use in all copiers, printers and fax machines in the district for the 2015-2016 school year. Deliveries are scheduled monthly to each building.

The low bidder for the 2015-2016 school year is Unisource at \$26.70 per case for Comet 92 brand. The district's current cost is \$27.45 per case for the same brand. This new pricing represents a \$1,368 decrease over last year's pricing.

This information will be presented to the Board of Education for discussion later this evening and for approval at the June 22, 2015, board meeting.

**Bid Results – Churchill Classroom Addition to Replace Remaining Portables**

On February 23, 2015, the Board of Education approved a second, four-classroom addition at Churchill School to replace the remaining portables. FOC, district construction manager, solicited bids, held a mandatory, on-site pre-bid meeting and received a total of twenty bid packages. The original estimate for the work was \$2.5 to \$2.8 million. The low bid submitted is \$2,011,758.

The plumbing bid package item number 16 had two bidders with the exact same bid amount. FOC representatives met with both contractors to ensure they were bidding the job correctly. Both are good, reputable contractors who have done work on the construction projects at Churchill and Benjamin Franklin schools. FOC asked both contractors if they would agree to a coin toss to decide who is awarded the bid. Both contractors agreed and FOC, with a witness present, did the coin toss and Commercial Mechanical won. FOC is requesting direction from the committee as to with which company the district should contract.

Mr. Hayes stated that it is sometimes difficult to procure more than one bid for some of the smaller job items. This is due in part to the bonding and insurance requirements, as well as the prevailing wage requirement. The higher number of bidders for this project could be due to the timing of the project. A fall start date keeps crews busy during winter, typically a slow time for subcontractors.

The total construction cost for the project is \$2.563 million which includes all project expenses. Mr. Bochenski would like a breakdown of the remaining general conditions, general requirement allowances, etc. to compare to the timeline.

This information will be presented to the Board of Education for discussion later this evening and for approval at the June 22, 2015, board meeting.

### **Supplemental Pay Recommendations**

Article XVII of the 2012-2016 Teachers' Agreement with the Glen Ellyn Education Association (GEEA) addresses Supplemental Pay for teachers. Supplemental pay is divided into five groups:

Group I – leadership

Group II – 100+ student contact hours

Group III – 75-100 student contact hours

Group IV – 40-74 student contact hours

Group V – 39 or less student contact hours

The pay schedule includes four steps as well which reflect years of experience with a particular activity. The groups are paid according to the supplemental pay salary schedule of the Teachers' Agreement.

This supplemental pay committee consists of representatives from administration, teachers, GEEA leadership, and the Board of Education. This group is responsible for reviewing existing supplemental pay positions and new proposals for supplemental pay. Additionally, the committee examines and removes from the supplemental pay structure any activities, clubs, or sports that have not been active for two school years.

The supplemental pay committee met in March and May. At this time, the committee is recommending elimination of the Elementary Bus Supervision Stipend at Forest Glen. The committee is also recommending that the assistant track coach assignment at Hadley Jr. High be categorized from a Group IV to a Group III. This is as a result of the board providing direction to administration this past spring to add one assistant coach. New stipends include: Winter Walkers Club at Churchill and Early Student Supervision at Hadley.

The Winter Walkers Club is new to Churchill. Two P.E. teachers started a pilot program because of the crowding at lunch time and the fact that there are a higher percentage of students riding the bus home after school who are not able to participate in after-school activities. Churchill staff petitioned the stipend committee, in an effort to balance this inequity from school to school, and the committee agreed to sponsor the program.

With the new start time next year, Hadley will open its doors earlier at 8:00 a.m. to accommodate students arriving on site earlier. The student arrival time for 2014-2015 was 8:15 a.m. This new arrival time will allow parents with students at both elementary and junior high levels time to handle drop off. The committee is recommending two stipends for this position. Administration will monitor student numbers and may look at adjusting the number of stipends up or down depending on student participation.

This past year, Hadley changed from the Western Suburban Middle School Athletic Conference to the Illinois Prairie Athletic Conference. As a result of this change, there is a need to adjust the timer, score keeper and crowd control stipends. Time Keeper and Score Keeper stipends are going up and the Crowd Control stipend is going down. This is as a result of the change in conference which, in turn, increases the number of games played per session.

This information will be presented to the Board of Education for discussion at the June 22, 2015, meeting.

#### **Abraham Lincoln – Additional Cubbie Storage**

In January of 2015 the administration began the process of planning for renovation of the Abraham Lincoln LMC in accordance with their capital projects timeline. During this process the needs of the original proposal called for 235 storage cubbies. In an effort to keep the entire project within a budget of \$250,000, the number of storage cubbies was reduced to 141.

In April the Board approved the administration's recommendation to proceed with project costs estimated at \$150,000 for demolition and construction, furniture replacement not to exceed \$55,000, and an estimated cost of \$30,000 for 141 storage cubbies.

In May, Jack Hayes of FQC provided the Board with an update on construction costs and noted that when taking the project through competitive pricing the final pricing was determined at \$146,635 for demolition, construction, contingences and construction management fees. Additional costs include \$24,432 for the 141 storage cubbies and casework and \$40,236 for fully assembled furniture.

Due to lower than expected bid results, the administration recommends completing the original plan to purchase a total of 235 storage cubbies bringing the total cost of the project to \$230,197. This will allow for additional student storage space for classrooms surrounding the LMC.

This information will be presented to the Board of Education at the meeting later this evening and for approval at the June 22, 2015, meeting.

#### **Review Tentative Budget – Finance Committee of the Whole Feedback Timeline**

Mr. Ciserella stated that the administration has all questions the Board of Education posed at the last meeting. Within the updated budget packet, the 14/15 column will reflect expenses through today, June 8, 2015. The completed tentative budget packet will be delivered to board members the following Thursday for their review and comment.

**Open Items**

None

**Other**

Finance and Facilities Committee Meeting Calendar – Summer bill payments will be done bi-weekly. The business office will e-mail board members the check register on a Thursday and ask that board members review the registers and get back to Mr. Ciserella with any questions by the following Monday at noon. The checks will be released that Thursday.

**Adjourn**

The meeting adjourned at 7:27 p.m.

Respectfully Submitted,

Carolyn Gust  
Recording Secretary