



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

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

**OCTOBER 27, 2014  
6:30 p.m.  
CENTRAL SERVICES OFFICE  
793 NORTH MAIN STREET  
GLEN ELLYN, IL 60137**

The meeting was called to order at 6:32 p.m.

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

**I. Review and approval of minutes from the October 14, 2014, meeting**

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

**II. FQC Project Budget Update**

Mr. Hayes presented the construction budget update to the committee. The total construction budget is \$13,701,850. At this time, the committed budgeted funds are \$12,862,262 with contingency/savings remaining in budget in the amount of \$839,588. Award of bids are 99 percent complete with a few miscellaneous outstanding small items. With Lincoln and Franklin at approximately 40 percent of the construction value and scheduled for completion in December, FQC projects most of that contingency will be realized in savings by the district.

Budget for project soft costs and escalation totals remain unchanged. However, the budget escalation estimate, which was created early in the budgeting process to protect the total budget integrity, may be realized as savings as well. This is as a result of the commencement of the major construction piece which was not scheduled to begin until 2015. These funds were meant to cover any cost escalation during the period before construction began. FQC does not believe these funds will be needed to complete the project and will be realized as savings by the district bringing the project in significantly under budget.

**III. Transfer of Funds for the Elementary School Additions**

The administration and FQC have analyzed the monies required for completion of the elementary school projects. To date, the district has paid approximately \$3,500,000 to the various contractors. All project costs have been paid through the issuance of debt certificates with MB Financial Bank. It is estimated that the district will begin using district fund balances by the end of the calendar year and the transfer of monies to cover costs is necessary.

State of Illinois statute requires school districts to account for the transferring of funds through a series of Board of Education actions and resolutions. The following outlines the transfers and resolutions required to complete the transfers:

- Notice of public hearing Glen Ellyn School District No. 41
- Resolution of the Board of the Education Directing the School Treasurer to Permanently Transfer Moneys from the Education Fund to the Operations and Maintenance Fund
- Resolution of the Board of Education Directing the School Treasurer to Transfer Funds from the Operations and Maintenance Fund to the Capital Projects Fund
- Resolution of the Board of Education Directing the School Treasurer to Partially Abate and Permanently Transfer Moneys from the Working Cash Fund to the Capital Projects Fund

This information will be presented to the Board of Education for discussion on November 24, 2014, and approval and adoption of the resolutions at the December 8, 2014, meeting.

#### **IV. Consultant Evaluation Matrix**

The consultant evaluation matrix is presented annually to the committee. It was developed three years ago to give the committee feedback with regard to companies and consultants with which the business office works. District construction manager, FQC, is not on the matrix but will be included next year.

Committee member Ellis requested that the district's auditor and legal firms be included on the matrix going forward as the committee uses the matrix as a way to keep informed on the district's relationship with its vendors. Committee members Escalante and Bochenski agree with Committee member Ellis's suggestion.

#### **V. 2014 Property Tax Levy**

This is the committee's first conversation regarding the 2014 proposed tax levy. To determine the amount of taxes required, administration prepares estimates of enrollment growth, staffing patterns, changes in Equalized Assessed Valuation (EAV), long-range plan priorities and long-range financial projections. This information is used to determine the amount of taxes necessary to provide student programs and services.

The district is responsible for all levies except the Levy for Bond and Interest which the DuPage County Clerk levies an amount to meet any outstanding bond issue payment.

Milton Township cannot supply solid EAV and new construction numbers at this time but expects EAV to remain flat. Bloomingdale Township anticipates a decline in the EAV of approximately 3%. The administration will continue to monitor EAV and new construction numbers with both townships. Final numbers will not be known until spring 2015, thus the levy request is based on an estimate and is a slightly higher request than what the district will actually be allowed to receive.

The estimated operating levy extension for 2014 represents a \$1,075,573 or 2.60% increase in the operating levy. The total operating levy request represents an increase of \$1,453,986 or 3.52% over the previous year's extension. The levy requested is not the actual levy; the township assessors determine the total of the levy. Per Illinois law, the proposed levy must be approved by the Board of Education and filed with the county clerk by the last Tuesday in December.

Committee member Escalante requested and the committee agreed that a five-year levy/budget forecast with regard to Senate Bill 16 is recommended. Superintendent Gordon and Assistant Superintendent Ciserella, in conjunction with district financial advisors PMA, are in the process of creating this forecast and will present this information to the committee on November 10, 2014.

**VI. 2015 - 2016 Student Fees (time permitting)**

Student fees are collected during the student registration process. District 41 generated approximately \$228,000 from basic and activity fees for the current school year. Basic fees help offset the costs for the purchases of Encyclopedia Britannica, World Book Encyclopedia, Brain Pop, E-Library, and Reading A to Z online. Activity fees offset the stipend costs for athletic coaches and sponsors for various clubs and activities.

The administration recommends holding student fees for the 2015/2016 school year at this year's levels but this may change after a full Board of Education discussion. Student fees are normally set in the spring and this subject will be revisited at that time. For budgeting purposes, the committee agreed that the current fee structure should be used.

**VII. Open Items**

Five-year analysis of budget/levy with regard to SB16 implications.

**VIII. Other**

IX. **Adjourn** at 7:24 p.m.

Respectfully Submitted,

Carolyn Gust  
Recording Secretary