



**GENEVA COMMUNITY UNIT SCHOOL DISTRICT NUMBER 304  
227 NORTH FOURTH STREET, GENEVA, KANE COUNTY, ILLINOIS  
FINANCE COMMITTEE MINUTES**

The Board of Education Finance Committee met at 6:00 p.m. on Monday, January 9, 2017, at the Coultrap Educational Services Center, 227 North Fourth Street, Geneva, Illinois.

**1. CALL TO ORDER (Bylaws 0163 & 0164)**

The meeting was called to order at 6:00 p.m. by Bill Wilson.

Committee members present: Tom Anderson, Dave Lamb, Kelly Nowak, Bill Wilson.

Staff present: Dr. Andy Barrett, Assistant Superintendent Teaching & Learning; Donna Oberg, Assistant Superintendent Business Services; Dr. Kent Mutchler, Superintendent.

Others present: Leslie Juby, Mary Stith.

**2. PUBLIC COMMENT (Bylaw 0167.3)**

None.

**3. APPROVAL OF MINUTES (Bylaw 0168.1)**

3.1 December 12, 2016

Motion by Lamb, second by Anderson, to approve the minutes as presented. Ayes, three (3) Anderson, Lamb, Wilson. Nays, none (0). Absent, none (0). Abstained, one (1), Nowak. Motion carried unanimously.

**4. DISCUSSION/CONSIDERATION (Bylaw 0155)**

4.1 Technology Plan Review

The Technology Director presented to the committee the 2017-2018 Tech Capital Plan. The following projects were presented in order of priority: new/upgrade voice system + network infrastructure, staff device replacements, 1:1 student devices, data center upgrade, video distribution and projector replacement. These projects come to a total of \$954,450, which include offsets of E-Rate and the technology service fee. This total includes purchasing and leasing 1:1 student devices and staff devices. If the district chose to lease all devices, the total would be \$781,450, however the district would then be locked into a lease agreement over the next three years. It is being recommended that these projects, with the option of purchasing and leasing devices, go forward to the Board for approval.

Comments, questions, concerns: How are we currently supporting our voice system? (If we were to experience problems with the software we would have to upgrade. The vendor will no longer support our current software.) What is E-rate? (This is a program that provides funding to school districts for internet access.) Is there a minimum or maximum that E-rate will support? (There is criteria to be eligible and Category 2 has a maximum of \$150 per student over five years.) What is the life expectancy of the new phone system? (At least 10 years. Our current system is 20+ years old.) What are we doing with the 260 staff devices once they are replaced? (Those devices would either be recycled, or we would allow staff from

other buildings who have devices that are 4+ years old do an exchange.) Where are we with the 1:1 rollout? (Currently, 8<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades do not have devices, and 2<sup>nd</sup> grade has one device for every 3-4 students.) Could the staff devices be repurposed for student use? (They are larger than the devices that students currently use, and they are at their end of life.) Is there anything we could do on our end for the voice system infrastructure? (We plan to do the pre-requisite work.) Are we able to install the projectors using our current staff? (It is better to use a third party for this kind of specialized equipment.) The Technology Task Force has discussed the options of purchasing versus leasing and feel that it is not in the districts best interest to get locked into many more leases. Are you looking for approval at the next Board meeting? (If that is possible, then yes.) Is there a cost to the district to recycle devices? (It's typically little to no charge to recycle.) We will actually make some purchases now using 16/17 funding that is remaining which will offset the cost for next year.

#### 4.2 O&M/Security Capital Improvement Plan

The Director of Facility Operations presented to the committee the O&M 7-Year Capital Improvement Plan. All school buildings were surveyed, existing facilities and related conditions were analyzed, projects were prioritized based on cost, needs and efficiencies, and cost estimates were provided for future projects. The total for these projects over the next seven years, which includes DDC controls, secondary heating pumps, flooring, lighting, roofing, parking lots, and hot water heaters is \$9,173,850. Projects were broken down by year to show the cost to the district on a yearly basis. Each year varies on the projects to be done. It is being recommended that this proposal, with adjustments go forward to the full Board at their next meeting.

Comments, questions, concerns: Is it possible to smooth out the expenses more over the seven years? (We did discuss this at the Facility Task Force meeting today and we will do what we can.) The costs at Harrison for the roof, tennis courts and gym will be partially funded by the Park District which is not included in the total. What if we are not able to smooth out the numbers, where do we get the funds from? (We can move funds from the education, transportation, or O&M funds. We can also move additional State Aid to the O&M fund.)

The Safety/Security Supervisor presented to the committee the Security 7-Year Capital Improvement Plan. Existing facilities were analyzed with the highest priority needs being addressed first. Prioritization was identified by focusing on the first phase of emergency management prevention/mitigation. The total for these projects over the next seven years, which includes the access control system, security cameras, and FOB access control, is \$646,050. Projects were broken down by year to show the cost to the district on a yearly basis. It is being recommended that this proposal go forward to the full Board at their next meeting.

Comments, questions, concerns: What is the concern with the front entrance at Harrison? (Once you are buzzed in, you automatically have full access to the building. There are no interior doors that direct you to the main office to check in.) The FOB's at the high school for the band rooms, is that exterior entrances? (No, that would be interior entrances.) So, those doors would be locked at all times? (We can program those FOB's so that they are unlocked during the school day and locked at all other times.) With everything that has been presented tonight, would it be possible to combine all the costs into one spreadsheet? (Yes, we can do that.)

## 5. FUTURE AGENDA ITEMS

### 5.1 February

- 17/18 Budget Discussion

- Financial Assumptions
- 2<sup>nd</sup> Quarter Review

**6. ITEMS FOR RECOMMENDATION TO FULL BOARD (Bylaw 0155)**

The committee agreed that items 4.1 and 4.2 should be moved forward to the full Board.

Motion by Nowak, second by Lamb, to move items 4.1 and 4.2 forward to the full Board as presented. Ayes, four (4) Anderson, Lamb, Nowak, Wilson. Nays, none (0). Absent, none (0). Abstained, none (0). Motion carried unanimously.

**7. INFORMATION**

7.1 Legislative Update

In the current lame duck session, it does not look like they will be moving on anything. We did receive a quarterly payment at the end of December that was from June. We have not received anything other than General State Aid yet this year. They still owe us \$1.9 million.

**8. ADJOURNMENT**

At 6:55 p.m., motion by Lamb, second by Nowak, and with unanimous consent, the meeting was adjourned.

APPROVED February 13, 2017  
(Date)

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William R. Wilson

CHAIRPERSON

SECRETARY Dr. Kent Mutchler

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Bonnie J. Johnson

RECORDING  
SECRETARY