

**Glen Ellyn School District 41  
Board of Education**

**Capital Improvement Committee Meeting  
September 30, 2004 – 10:30 a.m.  
District 41 Central Services Office  
793 N. Main St., Glen Ellyn, IL**

**M I N U T E S**

- 1) The meeting began at 10:30 a.m. Present were Willie DiFabio, Walt Snodell, Ed Maylath, Jack Barshinger and Jeanette Kreuz
  
- 2) The Committee reviewed the Capital improvement process that was implemented last year. The process is cyclical in nature with September-December for project review, January-April for review of bids and May-August for process review and project timelines. The building Administrators can submit their requests any time during the school year with the bulk of the data being received in September, January and May. All items are reviewed following the process chart. Some of the items may be delegated to the Buildings and Grounds department due to the nature of the project. Projects placed on the capital improvements worksheet are reviewed by specified criteria found on the worksheet on the intranet site.

It was recommended that Buildings and Grounds obtain Capital Development software to house all data in a centralized location. Ed Maylath and Jeanette Kreuz will do the research on this project.

- 3) Next Meeting: November 1, 2004, 10:30 a.m. to review final draft of the Capital Development Plan.
  
- 3) Adjournment: The meeting was adjourned at 11:45 a.m.

*Prepared by:*

*Jeanette Kreuz  
Assistant Superintendent for  
Finance, Facilities and Operations*