

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

**Capital Improvement Committee
Meeting Minutes**

**February 17, 2004, 7:15 a.m.
Central Services Office, 793 N. Main St., Glen Ellyn, IL**

Present: Jeanette Kreuz, Assistant Superintendent for Finance and Operations; Ed Maylath, Director of Buildings and Grounds; Board member, Willie DiFabio. Walter Snodell was absent.

1. The committee reviewed the process map that was developed at the October 2, 2003 meeting. Discussion ensued regarding the Capital Improvement Worksheet and the process for and frequency of updating it. A viewable calendar of Building and Grounds projects is currently available to Ed Maylath, Jeanette Kreuz and Patricia Menges. It was suggested that this calendar be made more accessible to other Administrators.
2. The committee also reviewed the new criteria for rating capital projects. The rating process has a 25-point base scale with efficiency and principal's priority as additional points. Ed Maylath, Jeanette Kreuz and Superintendent Jack Barshinger will review all projects. Requestors will receive a copy of the completed form with decisions noted. All projects will be placed on the Capital Improvement Plan document.
3. The meeting was adjourned at 8:15 a.m.