



Glen Ellyn School District 41

Dr. Jack Barshinger, Superintendent

**BOARD OF EDUCATION
FINANCE AND FACILITIES COMMITTEE MEETING
September 19, 2005 – 4:00 P.M.
DISTRICT 41 ADMINISTRATION CENTER
ROOM 103**

MINUTES OF MEETING

Members Present: Kevin Cosgrove, John Kenwood, Jack Barshinger, Kris Monn

Also Present: Steven Vondrak

I. Review Master Facilities Plan

Kris Monn presented the FY05 version of the Master Facilities Plan, highlighting the tasks that were scheduled, completed, and postponed from the Summer 2005 plan. The plan organizes all of the capital requests from the school buildings and prioritizes them for the next five years. Kevin Cosgrove asked that the plan be updated with final costs to assess whether or not the estimations were on target.

Next the updated plan was discussed showing the administration's early projections for Summer 2006 projects. Priorities are classroom spaces and projects to provide better compliance with the ADA requirements. Requests were still coming in from the school buildings, so revisions would still be made prior to making a final recommendation. The Committee directed the administration to meet with the district architects to further define the plan and provide better estimates of projected costs.

II. Finance and Facilities Committee Calendar

The Committee approved the proposed calendar of meetings for the Finance and Facilities Committee.

NOTE: Since this meeting, the Board of Education established a Special Meeting on November 14, 2005. The Finance and Facilities Committee meeting has been tentatively moved up from 6:30 PM to a 4:00 PM start time.

III. Review of progress on target areas for financial efficiency

Buildings and Grounds: The district has brought in Chevron Energy Solutions to conduct an independent study of our facilities. Chevron is interested in engaging the district in an energy savings contract, which would be a long-term capital



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improvement plan that is designed to save the district money through energy savings. The new equipment would be financed and paid for with the savings from the contract, effectively improving our facilities at no cost to the district.

The district will be researching energy savings contracts over the next month and bring more information back to this committee in October. Steve Vondrak mentioned that he believed Glenbard High School District 87 had entered into an energy savings contract, and Kris Monn said he would inquire to that end.

Imaging/Photocopying: Kris Monn presented a summary of the district's imaging/ printing systems. Our photocopier machines are all Xerox machines that are currently in the third year of a five-year lease. Options for efficiency include renegotiating with Xerox for newer machines, which would likely involve extending the terms of the lease, or contracting with a different imaging vendor, which would require a buy-out of the current Xerox contracts. John Benjamin, our Xerox Representative, met with Kris Monn on August 30, 2005, and agreed to provide options for equipment upgrades as well as buy-out numbers.

Our other imaging comes from individual printing units in classrooms and computer labs. These printers are generally older printers that cost the district money for toner, supplies, and service. David Zolnier, Director of Technology, has negotiated an agreement with DVT of Chicago to provide service on all of our printing units for the price of \$.019 per page copied. This cost is less than our current cost on a per page basis. In addition to the maintenance of the machines, DVT has provided 85 new Kyocera printers to the district for no additional cost. The cost of the equipment is accounted for in the \$.019 per copy cost. This plan should save the district money on our small printing costs and will be evaluated throughout the year to assess the benefits of a district-wide rollout in FY07.

John Kenwood and Kevin Cosgrove both asked what type of controls, if any, were established on employee photocopying. Dr. Barshinger responded that we do not currently have any stipulations on copies, but he recalled that there was some history in the district with regulating copies. A discussion followed on the benefits and deterrents of such a program, and it was agreed that we would research the history of such controls in District 41.

Insurance: The Insurance Committee has not yet met this school year, though the first meeting is scheduled for Wednesday, September 21, 2005. The Committee will be evaluating our current benefits plans to improve both the financial aspect and the quality of the benefits provided to our staff. Monn will bring updates of the committee's work back to the Finance and Facilities Committee as their work progresses. Kevin Cosgrove suggested that the district should request an employee census to give us a detailed demographic description of our plan participants. This would allow the Insurance Committee to determine if our current plan design is



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offering the appropriate schedule of benefits to the major demographic areas of our staff. Kris Monn will request this information from BSSI, our plan administrator.

Kris Monn gave an update on the financial performance of our health insurance plan to date. The plan, which has a renewal date of April 1, has been running above projections since the summer months. A few large claims have come in that has us running at approximately 50% of our Expected Claims Level, when we would expect to be at 41.67% through five months. The committee discussed that schools would expect to have heavy claims in the summer months, but compared to last year's performance we are still ahead of projections. We are still within the Attachment Point, which is the level of liability that the district undertakes with self-insurance, and our funding is still sufficient to pay for the benefits programs. The administration and Insurance Committee will be monitoring the plan's performance closely and will bring information back to the Finance and Facilities Committee on a monthly basis.

IV. Adjourn (5:30 PM)

**Next Meeting: Monday, October 17, 2005
6:30 PM
Central Services Office, Room 103**

Expected Topics: Finalization of Capital Projects for Summer 2006, Initial Tax Levy Projections