



---

# Oswego Community Unit School District 308

SERVING ALL OR PARTS OF THE COMMUNITIES OF  
AURORA, JOLIET, MONTGOMERY, OSWEGO, PLAINFIELD AND YORKVILLE

---

## Finance and Facilities Advisory Committee Minutes

### Finance/Operations & Maintenance Building

71 Stonehill, Oswego  
(Enter through door #2)  
Tuesday, March 14, 2023  
6:00 p.m. – 7:30 p.m.

#### I. Roll call

*The sign in sheet was used in place of an official roll call. Meeting called to order at 6:01 pm.*

Members in Attendance: Amanda Sitar, William Queen, Dr. John Petzke Chief Financial Officer/CSBO,  
Eugene Gatewood Board Member Co-Chair

Members Absent, Lauri Doyle-Board Member Co-Chair

Recording Secretary: Terry Gotchie

#### II. Approval of Minutes from Finance and Facilities meeting on January 31, 2023

A motion was made by Mr. Eugene Gatewood, second by Ms. Amanda Sitar, to approve the Finance and Facility minutes from January 31, 2023. All members in attendance were in favor.

#### III. Budget Meetings with Budget Managers

Amanda Sitar shared that each school building participated in a virtual meeting with the Finance department regarding their current FY23 budget and planning for FY24 budget for next year. In this process, they looked at what was budgeted, what was spent and what was left over for the current school year. Then, they discussed next year's FY24 budget based on the following allocations: \$45 for each pupil in Elementary, \$55 for Jr. Highs and \$58.50 for High Schools. The dollar amounts do not include other allocations such as grants, etc. Discussed areas on FY24 budgets that may need to be increased or decreased. All school building FY24 budgets are due to the Finance department 3/15/23. Per Dr. Petzke, all school FY24 budgets will remain the same for next year based on student enrollment. Next, the Finance department will be working with each district level department (HR, Communications, Technology, Operations, Transportation, Finance, etc.), which is roughly \$48 million in budget.

#### IV. Facility Maintenance Projects

William Queen presented the [Envision 308 5-year projection](#). The Building Automated System (BAS) has been added as a priority because without this system upgrade, the schools would not be able to monitor or adjust their systems. This 5-year project plan is a living and breathing document and we can move the projects around depending on need or unexpected emergencies. The OHS and OEHS track and tennis court improvements are built into this plan. Eugene Gatewood asked, if we do the improvements for the track and tennis courts, are there any revenue opportunities? William Queen presented all the facts for [OHS and OEHS track and tennis courts](#). Pictures were presented to show the safety concerns. At OEHS the tennis courts will be resurfaced and at OHS the tennis courts will be a total replacement. Per Dr. Petzke, it would be nice for the community to actually see improvements. This would be something that we could celebrate publicly. Eugene Gatewood stated that he would like to see improvements that the majority of the students would benefit from. Dr. Petzke stated that he is cognizant of the importance of “first impressions” and perceptions of our schools and their grounds. If the track and tennis courts were fixed, maybe more students would be interested in these sports. City of Lights has shown interest in the past to utilize our tennis courts. This is a perfect example of extra revenue that we could gain if improvements were made and safety concerns removed. Per William Queen, the P.E. curriculum utilizes both the track and tennis courts for classroom purposes. Per Eugene Gatewood, it’s one thing to look at the benefits but we should be considering the liability. He feels we should have a decision tree for our priorities, such as: 1. Safety, 2. Student/Staff Experience, 3. Efficiency.

#### V. Public Comment (3 minutes each)

*There was no public comment*

#### VI. Communication to Public

Dr. Petzke pointed out that, out of a \$250 million dollar budget, about \$200 million is used for Salaries and Benefits, leaving about \$50 million for all other district operations. Of the remaining \$50 million dollars, school building FY24 budgets are allocated roughly \$2 million across 23 buildings. These dollar amounts are a result of a per pupil allocation of \$45 for Elementary student enrollment, \$55 for Jr. High enrollments and \$58.50 for High School enrollments.

With the building level FY24 budgets completed, the Finance department will be working with each district level departments FY24 budget (HR, Communications, Technology, Operations, Transportation, Finance, etc.), which represents the remaining \$48 million in FY24 budget.

Operations summarized the Envision 308 plan and broke it down into a 5-year projection that tied the projects to the FY24 budget. It’s a \$26 million-dollar 5 year spend, which is made up of debt service extension, capital projects and also projected budget increases to help the operations department become operational. The summary focused on prioritizing projects by mission critical, safety and a student/adult positive experience.

VII. **Adjournment** *A motion was made by Mr. Eugene Gatewood to adjourn, second by Ms. Amanda Sitar; all present were in favor to adjourn. Meeting was adjourned at 7:13 p.m.*