



Oswego Community Unit School District 308

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AURORA, JOLIET, MONTGOMERY, OSWEGO, PLAINFIELD AND YORKVILLE

Finance and Facilities Advisory Committee Minutes

Boulder Hill Elementary School
163 Boulder Hill Pass, Montgomery, IL 60538
(Enter through door #1)
Room# 17
Tuesday, April 19, 2022
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 6:14 pm.

Members in Attendance: Rob Allison, Michael Campagnolo, Jamie Diaz, Robert Eberhardt, Bill Mueller, Erika Sieh, Dr. John Petzke and Chief Financial Officer, Eugene Gatewood Board Member Co-Chair

Members Absent: Marcus Lewis, Brent Lightfoot, Kaila Mugford, Lauri Doyle Board Member Co-Chair

Guests: Sarah Honetor

Recording Secretary: Terry Gotchie

II. Approval of Minutes from Finance and Facilities meeting on February 22, 2022

A motion was made by Mr. Eugene Gatewood, second by Mr. Robert Eberhardt, to approve the Finance and Facility minutes from February 22, 2022. All members in attendance were in favor.

III. Review policy 4:150 “Facility Management and Expansion Programs”

Dr. Petzke asked for the committee members to review policy [4:150](#) and then discuss. Robert Eberhardt asked what is the Green Cleaning? Rob Allison stated that we are looking for eco-friendly products- example: Microfiber mops last longer than cotton mops. We are trying to change our products to green clean but has not been our primary focus. The green clean products are generally more expensive. In some cases, the green products can be less effective. Rob Allison and Dr. Petzke will be researching opportunities for green products. Erika Sieh stated that you might want to look at microfiber vs. cotton again because research states that micro plastics are causing problems. Per Rob Allison, the microfiber is not cheaper but more efficient and has a bigger pad. Dr. Petzke stated that we should bring some maintenance staff together and talk about

the products that are currently being used and how effective they are. Bill Mueller asked if we are doing the bare minimum for “Meet requirements on the accessibility of school facilities to disabled persons as specified in the State of Federal law.” Dr. Petzke stated the we don’t shoot for the bare minimum, we look at student needs. Erika Sieh asked who was responsible for the Transition hallway not being wide enough for 2 wheelchairs to pass? Rob Allison is not sure how that came about. Architects are the 1st to make sure we are meeting necessary needs and leadership determines what we need. Keep in mind the needs that we had may be different then the needs of today or tomorrow. Student needs come and go each school year. Bull Mueller asked if our facilities are adequately maintained? Rob Allison stated yes and no. We meet the standards but they can change depending on available staff. During covid there was high number of staff out in maintenance so overtime was offered to make sure the standards were being met. Per Rob Allison, we use the gross square footage for staffing. Bill Mueller asked how much square footage do we have in the district? Per Rob Allison, we have 3.3 million square footage. On average we want to see staff cleaning 20-30,000 square feet which meets middle of the road standards.

Erika asked about sensory issues and classroom space, dimmable lights etc. Dr. Petzke stated that the teachers are advocating for these types of spaces.

Eugene Gatewood asked if we are losing any students because we can’t accommodate them? Per Erika Sieh, the students may want to come but the district may not be able to accommodate so they will send them someplace else. Maintaining students should be a goal when making any future renovations.

Robert Eberhardt asked why are we not booking out our facility rentals with 3-year contracts for our repeat customers. Why are we not renting out our Gyms and other school areas? Per Rob Allison, let’s look at this from an operations perspective, if we where to do that, we will have increased wear and tear on buildings, lights are running 2x longer and in order to get return on that investment it would not be beneficial to the district. Plus, there really hasn’t been any interest from the community. Erika Sieh stated that we need to do a better job in taking accountability in collecting rental fees in a timely matter. Dr. Petzke and Rob Allison will address these issues during the rental audit. Jamie Diaz asked what is the collection balance? Dr. Petzke stated that we have 1.2 million in outstanding fees. Parents don’t feel the consequences of not paying until the student wants to participate in a club or sports. We have to get a better handle on the payment plan system and communication to the families. Per Robert Eberhardt, multiple studies have shown that you are 10x more likely to respond to a text than an email. Per Dr. Petzke, that is something to take in consideration.

Committee agrees that no changes will be made to policy 4:150 at this time.

IV. Envision 308 Maintenance Plan Update

Per Rob Allison, our Envision 308 team has concluded their review on all the buildings in the district. Kluber is working on their piece and we hope to have the final draft within the next couple of weeks. There are a few components that Rob Allison needs to follow up on – building need-how many and where. We are still chasing down costs for some projects. Per Dr. Petzke, we have given our buildings a voice. We took the feedback back to the Envision 308 team and discovered that some of the projects could be completed in house by our own staff. Schools haven't been submitting tickets to get the work done.

V. 5-Year Financial Projection

When looking at our [5-year Financial Projection](#), our Revenue is broken down by Local, State and Federal. You will see what is budgeted for FY22 and then projections for 2023-2027. Dr. Petzke is working with Eugene Gatewood and Lauri Doyle on what if scenarios in case we don't get the revenue we are projecting. Under Federal FY22 the \$23,403,946 is unusually high do to Esser dollars. Our normal Federal dollars are between 9-10 million. Expenditures projections for salaries is based on what is actually in the contracts. Robert Eberhardt questioned the Contingency of \$500,000. Dr. Petzke worked with Dr. Sparlin in looking at what has gone wrong in the past (ex. Capital Projects) in determining this amount. For Curriculum Renewal 2023-24-\$5,500,000 is so large because we have a large surplus and we are just about to hit our 5% CPI.

VI. Exit Slip

Dr. Petzke is planning on having a May and June Finance and Facility Committee meeting. The committee will not meet in July. The committee was asked to complete the [Exit Form](#) and turn into Terry Gotchie before leaving tonight.

VII. Tour of Boulder Hill Elementary School

At 7:37pm the committee members where given a tour of Boulder Hill.

VIII. Public Comment (3 minutes each)

There was no public comment

IX. Adjournment *A motion was made by Eugene Gatewood to adjourn, second by Robert Eberhardt; all present were in favor to adjourn. Meeting was adjourned at 7:37 p.m.*