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# Oswego Community Unit School District 308

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

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## Finance and Facilities Advisory Committee Minutes

District Administration Center

4175 Route 71, Oswego

(Enter through door #2)

Room #61

Tuesday, April 4, 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 6:05 pm.*

Members in Attendance: Amanda Sitar, William Queen, Dr. John Petzke Chief Financial Officer/CSBO (arrived at 6:10 pm), Eugene Gatewood Board Member Co-Chair

Members Absent: Lauri Doyle-Board Member Co-Chair

Guests: Paola Lares

Recording Secretary: Terry Gotchie

### II. Approval of Minutes from Finance and Facilities meeting on March 14, 2023

A motion was made by Mr. Eugene Gatewood, second by Mr. William Queen, to approve the Finance and Facility minutes from March 14, 2023. All members in attendance were in favor.

### III. Facility Maintenance Projects

William Queen presented the [DSEB 5-year projection](#). He pointed out that the tracks at OEHS and OHS are scheduled for the FY23. Of the \$26,997,184.41, 85% needs to be spent by FY24. Everything on the DSEB 5-year projection are considered mission critical. Per William Queen, a lot of the projects listed DSEB 5-year plan can be handled by using Co-Op contracts. Eugene Gatewood asked, if using a Co-Op, would it reduce the price? Per William Queen, absolutely it would help with cost reduction and will keep the projects moving forward. With the current number of projects that need to be completed, there are not enough Board of Education (BOE) meetings to support passing all the projects in a timely manner. The RFP process takes about 1 month before it gets to the board just for information.

By using the Co-Op, it would definitely streamline the process. Eugene Gatewood wanted to know how the Co-Op contracts would impact the RFP board policy? We need to make sure that whatever we come up with procedurally doesn't violate board policy. Eugene Gatewood stated that he would like to see items that have been pending, started or completed to be indicated on the DSEB 5-year projection.

IV. **District Department Budget Update** Per Dr. Petzke, 48 million of the FY24 budget goes to the district departments. This is the current focus of the Finance Department to make sure monies are being allocated to the right areas.

## V. **School Fees**

Dr. Petzke presented the [FY24 Fee](#) Information to show our fee structure in comparison to surrounding districts. The fees do have an impact on our FY24 budget because he projected no change to fees. Academics fall in line with surrounding districts except for full day Kindergarten. Participation fees are currently higher than surrounding districts. We have to wait and see what our financial picture will look like before making any changes. When looking at the academic fee revenue projections for the total revenue, you need to take into consideration the qualifying fee waivers for HS, JrH, ES, Kinder. About 10% of our students qualify for fee waivers and our collection rate has been around 10%. The academic revenue goes into the Education fund, so if we reduce fees, we need to look at how we reduce our projection. For participation fees the club fees fall in line with the surrounding districts but our athletic fee is high. Eugene Gatewood wanted to know what is the breakdown for the participation revenue by sport/activity? Dr. Petzke stated that he can run a report by function code to obtain that information. Eugene Gatewood would like to see the revenue for Fine Arts (band, choir, etc.) included. There are fees for attending the varies events. Per Amanda Sitar the Direct Certification Free Lunch is through the state. Direct Certified Reduced Lunch is something new the state is doing. Since the state has offered families the 50% reduced lunch status, it is up to the district to extend assistance with their school fees. Dr. Petzke would like to offer those families a 50% fee deduction that would include academic, participation fees (exclude parking passes and dances). Eugene Gatewood asked how much does the lunch get reduced? Per Amanda Sitar the reduced cost is .30 for breakfast and .40 for lunch. For payment plans the district currently requires \$50 a month per child. Eugene Gatewood stated that he feels it should be \$50 per family. Amanda Sitar stated that since the payment plans have moved to the Pushcoin system, Pushcoin will allow a minimum of \$50 per household. In 2023-24 financial eligibility will not be in effect. Families who don't pay fees will be turned over to the collection agency. Amanda Sitar feels that collections should be brought in house to follow-up with families. For limited parking passes, Dr. Petzke would like to suggest that eligible students would fall under these categories: No outstanding fees – 1<sup>st</sup> choice, current on payment plans- 2<sup>nd</sup> choice. Parking pass fee will need to be paid up front. Dr. Petzke would like to see a description for any course fees or just build it into the registration fees. Eugene Gatewood would like to know what % of classes have course fees? Dr. Petzke is working with Dan Arntzen to identify those classes and the dollar amounts associated with them.

## VI. Food Service Contract

Per Dr. Petzke, the BOE had 3 questions they wanted answered:

1. Staffing? Aramark currently has 11 positions opened. They currently have a staff of 84 and we are only paying salaries for those 84. Every Jr. High should have 5 positions and each are short by 1. OHS is fully staffed with 12. OEHS currently only has 9 with 3 open positions. Elementary schools currently have 2-3 staff and there are only 3 openings across all Elementary. Reason for the shortage is changes to the past contract. These vacancies will be addressed in the contract by increasing pay rate to be competitive in the marketplace. Eugene Gatewood asked if Aramark was asking for pay increase. Dr. Petzke stated that if we go to RFP we would be paying more than what we currently are paying.
2. Expectations? What is Aramark vs. the district's responsibilities? These will be addressed at the next BOE meeting on 4-11-23.
3. Quality of food? Under the current contract we had to follow the state with invitation to bid. The state dictates where food can be purchased. Now the state has move to request for proposal. We can leverage buying power to get better quality food. Dr. Petzke is preparing a presentation to clarify the difference. Since this is new for the state and school districts, nobody has gone through this process yet and the state still needs to define this change. The state RFP process has changed which will require the district to start from scratch and more time to complete. Dr. Petzke stated the we have had Aramark for 32 years and moving now would be a mistake. We should give them the opportunity to go with Request for Proposal under the emergency contract for 1 year. He would like the time to prepare to go to RFP this time next year. Per Amanda Sitar, the RFP is 260 pages without artifacts and will take months to complete.
4. Initiate the food survey: Aramark is ready to release the food survey to students, parents and administrators.

## VII. Public Comment (3 minutes each)

*There was no public comment*

## VIII. Communication to Public

- IX. **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 7:44 p.m.*