



March 20, 2017 – The Learning Center

The meeting was called to order at 7:00 p.m. by Tony Serratore. Board and Committee members in attendance for the meeting were: Rick Nogal, Susan Dalton, Kate Murphy-Peterson, Dr. James Gay, John Lavelle, Bob Hughes, Eric Olsen, Katie McMillian, Rich Piatchek, Steve Barstatis, Deb Baker, Keith Alberts, Debra Chafee, Tera Wagner, James Duffy, John Connolly, Mike Mangin and Patrick O'Sullivan.

Public Comments: None

Building:

Capital Projects

Major Project & Equipment Plan – Mr. Hughes presented the updated major capital project plan with the latest and last bid package for this summer. Mr. Hughes reported that the three bid packages we had so far, the north building elevator at Sandburg, the mechanical work at all three schools and the alteration package all came in below our original budget which leaves us funding for other projects that may come up.

Alterations Bid – Mr. Hughes presented the bid results for the 2017 Alteration Bid work at all three schools. The bid package was sent to four vendors and we received four bids. The bids ranged from \$ 904,000 to \$ 1,200,000.00. Mr. Hughes recommended that the School Board accept the bid from Frontier Construction in the amount of \$ 904,000.00.

Lighting Supply Bid – Mr. Hughes presented the bid results for the 2017 Lighting Supply Bid. The bid package was sent to ten vendors and we received one bid. Mr. Hughes has contacted all the bidders and received two responses as to why they did not bid, we hope to have more responses before the March 30th school board meeting. Mr. Hughes recommended that the School Board accept the bid from Helsel Jepperson, Chicago Heights, for \$ 14,700.00.

Fiber Optic RFP – Mr. Connolly shared with the committee that the request for proposal for the fiber optic installation was sent out. The District will be working in conjunction with the Village of Orland Park to run the fiber through the existing conduits to connect our three schools, the Orland Park Water Tower and our Willow Grove facility. This project is getting a triple discount. The first savings realized by doing the project now is that the Village installed the conduit on LaGrange road and has agreed to share this with the district. The second savings opportunity comes in that Orland is also pulling fiber and has agreed to split the cost for material and labor between the District and Orland. The third savings is that the E-rate program will cover 50% of the cost. Mr. Connolly also mentioned a competitive grant that could pick up another 40% of the cost if we are successful. These savings would reduce a \$1,550,000 project down to less than \$230,000. In addition to the savings, there is cost avoidance. This project will eliminate one of our Comcast bills, which would be a significant savings for the District. Mr. Connolly will contact the potential vendor and work with Dr. Gay and Mr. Lavelle on the contract. Mr. Connolly will bring the results to the April School Board meeting for approval.



Minutes

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Digital Learning – Mr. Connolly updated the committee on the deployment of the 3,700 chrome books issued last year. The anticipated damage rate was set at 7% and came in at 3%. New freshman coming in will use last years devices, new sophomores will receive the new version, the juniors will use their current devices and the seniors will get the chrome books from the classroom carts at no cost. This will provide a chrome book for all students beginning next year.

Carl Sandburg Landscaping Plan – Mr. Hughes presented the landscaping plan provided by the architect Kimberley Horn that shows the work that will take place along LaGrange road and along 131st street. The cost of the Sandburg sign and the landscaping work will be split between the District and the Village of Orland Park. The project was estimated at \$ 135,000.00 and it is anticipated to stay within budget.

Funding Options for Capital Projects – Mr. Lavelle will bring a proposed borrowing timeline to show our committee at the April meeting to cover the costs of projects reviewed at the February meeting.

Maintenance/Cleaning – None

Other/Policy –

LaGrange Road Update – Mr. Hughes updated the committee on the LaGrange Road construction. The electricians continue to install the new permanent street lighting and work will start on the medians as the weather improves.

Finance:

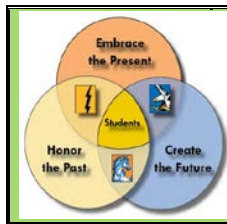
Budget/Finance

Treasurer's Report – Mr. Lavelle presented the February monthly report. The District received revenues of \$16,087,832.46 and expended \$9,836,423.40. The total fund balance as of February 28th, 2017 was \$66,000,674.01.

Financial Review, Charts, and Cash Flow – Mr. Lavelle presented the financial reports for the month ended February 28, 2017. He shared the cash flow results and is looking to secure some investments with the first tax proceeds that have come in. Mr. Lavelle pointed out that the revenues and expenditures are running behind what they were last year because the State is not keeping up on funding.

State Financing Issues – Dr. Gay reported that while we have been receiving general state aid twice a month, the State is behind funding categoricals. He also shared that there is talk that there will not be a budget adopted until the next election. Dr. Gay will keep the committee members apprised of the topics at the State level.

Insurance - None



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Transportation

Transportation Performance Report – Mr. Lavelle presented the transportation performance report for February wherein on time performance was very good.

Other/Policy –

2017-2018 PE Uniform Bid – Mr. Lavelle presented the committee with the results of the 2017-2018 PE Uniform Bid. Don's World of Sports of Palos Hills be per specifications and submitted the lowest bid of \$6.65. Mr. Lavelle will recommend that the School Board award the bid to Don's World of Sports at their April meeting.

Bank RFP – Mr. Lavelle shared with the committee the details of the bank request for proposal. He distributed the first draft of the RFP to the members for their input and to set a timeline. This RFP will consolidate our banking services and provide additional services. It is our anticipation that the district will eliminate banking costs and fees by negotiating a new banking agreement.

Crowd Sourcing / Fundraising – Mr. Lavelle discussed exploring the possibility of crowdsourcing, a process of getting funding online from a large audience. Mr. Lavelle will work on an administrative procedure and bring it to the April Building and Finance meeting.

Yearbook – Mr. Lavelle shared with the committee that a new yearbook RFP is being developed and that we need to set our sights on marketing the yearbook and have the student photographs taken at the schools. Pricing for the yearbook will be set at a level that will avoid the loss of revenues on the sale of these books.

Review Timeline for Committee Restructuring and Application Process – Mr. Nogal shared with the committee the timeline and application process for committee terms. The committee terms run for two years and are up for re-election in May. Information will be emailed to current committee members in the coming weeks.

Procurement Card – Tera Wagner and Mr. Lavelle shared that we have a current procurement card policy and will bring a new administrative procedure and exhibit to the April meeting detailing new procedures the District wants in place to maximize controls related to the use of these cards.

The meeting adjourned at 8:15 pm. The next meeting will be Monday, April 17, 2017 at 7:00 p.m. in the Administration Center.