

HOMEWOOD-FLOSSMOOR HIGH SCHOOL
FINANCE COMMITTEE AGENDA
Tuesday, April 9, 2024 – 7:30 a.m.
The Viking Room

Agenda

1. Call to Order
2. [Approval of regular meeting minutes of January 30, 2024](#)
3. Comments
4. Topics:
 - a. Capital Projects - Mr. Ryan Kelley
 - i. CTE Renovations/Science Addition
 - ii. Paving Improvement Project
 - iii. Traffic Study
 - b. Service Contracts
 - i. Transportation - Mr. Jeff Barnes and Ms. Felicia Diggs Bailey
 - ii. Food Service - Ms. Rachael Brown and Mr. Mark Hannen
 - iii. Cleaning Service
 - c. Memorandum of Understanding with the Village of Flossmoor - FLOCK Camera System
 - d. Transfer of Funds Resolution
 - e. 2024-2025 Budget Process
5. Adjournment

Approval of regular meeting minutes of January 30, 2024

MINUTES OF FINANCE COMMITTEE MEETING

Homewood-Flossmoor High School, 999 Kedzie Ave., Flossmoor

January 30, 2024

In attendance for all of the meeting were Mr. Pauling, Dr. Wakeley, Dr. Cook, Mr. Patterson, Mr. Richardson and Mrs. Erdey.

Ms. Jackson was available for all or part of the meeting via telephone audio conference and Mr. Anderson was available for all or part of the meeting via Zoom Conference Video call due to work commitments. DLA Architects Mr. Ed Wright and Mr. Ryan Kelley were also in attendance.

Ms. Marilyn Thomas, HF Chronicle was in attendance.

The meeting was called to order at 7:36 a.m.

Approval of Minutes. The November 7, 2023, Finance Committee minutes stand approved as presented.

Comments

No comments were received.

Capital Projects

- Science Addition/Culinary Renovation Update – DLA Architects Mr. Wright and Mr. Kelley provided a brief update on the Science Addition and Culinary Renovation. They reported that the Science addition is on schedule and on budget. The winter weather conditions have been favorable to the project. The allowance allocated for the project is \$250,000 and the allowance allocation is currently at approximately \$107,000 in comparison to the Fine Arts project during the winter which was \$175,000. The district is in a good place in terms of the allowance draw. Culinary is also on schedule and on budget. It was reported:
 - Phase 1 – Sewing Fashion Design and Interior Design Classrooms are completed and up and running.
 - Phase 2 – Residential Culinary Lab is underway and will be ready for summer school
 - Phase 3 – Commercial Culinary Lab, will start over summer break and be ready for fall semester
- Future Capital Projects – Dr. Wakeley shared that based on one of the board's goals this year, he met with Dr. Cook, Mr. Patterson, Mr. Wright and Mr. Kelley and reviewed the district's 10-year Capital Improvement Plan. They identified a variety of future potential capital projects. Included with the projects, that are currently not prioritized, is the associated estimated cost of each project as well as the academic impact of the projects. He noted these are not definite costs, they are just cost estimates of what the scope of work might look like with today's pricing. Mr. Kelley pointed out that many of the projects have been discussed over the years. He provided an overview on each of

the 15 potential projects detailed on a handout that was distributed to the committee members. Discussion ensued and the committee members had an opportunity to express their viewpoints on each of the projects listed below for their consideration:

- B Building/Administration Remodeling - renovations to possibly include Special Education group rooms, flexible student areas, innovative general education classrooms, Wellness and Counseling center, Incubator Innovation Lab, renovated administration suite and conference rooms.
- Library Remodeling – renovate and modernize the existing library to address 21st century needs.
- Recording Studio Renovation – renovate space within either the existing Library, TV Radio Studio area to create a student-centered Recording Studio/Sound Booth with podcast booths included. Dr. Wakeley shared that currently discussion continues with outside funding sources that are available for this project.
- Early childhood Development Learning Studios – renovate existing area which will allow HF students to provide state-of-the art learning experiences for preschool-aged children.
- G-Building Renovations – renovate Lower G Building to update and upgrade the Career and Technical Training areas that include updating wood shop, welding, engineering, Project Lead the Way classrooms and studios. Renovate Upper G Classroom with new ceiling, lighting and flooring.
- New Mall Building at Stadium – demolish the existing Mall Building and build a new stand-alone Mall Building. This project has been part of long-range planning discussions for over 15 years. Renderings of the new building previously developed were included for the committee’s reference. Mr. Pauling encouraged looking at potential funding sources for this and all potential projects being considered. Dr. Wakeley stated once the projects are prioritized efforts to look for potential donors will be made. Mr. Kelley added that they do look for available grants for funding and energy grants and child development grants are available.
- South & North Building Flooring, Ceiling and Lighting Replacement – replacement of all of the flooring, ceiling, and lighting in the South Building corridors to update aging and damaged ceiling and flooring and upgrade all existing lighting to LED energy efficient lighting.
- A Building Classroom Renovations – renovate all classrooms in the A wing replacement of all of the flooring, ceiling, and lighting update, aging and damaged ceiling and flooring and upgrade all existing lighting to LED energy efficient lighting.
- Technology Building Renovation – renovate to eliminate concrete risers and provide more functional usable spaces for district administration and school offices. Building was designed to be a permanent amphitheater and classroom. They continue to look at removing unusable spaces.
- Reorganized Bus Drop Off and Parking Main Entry – reorganize the existing bus pick-up and drop-off at the South main entry door 1 to allow for separated visitor parking and right of ways and create a safer, more efficient and separated bus lane pick-up and drop-offs. The consensus of the committee was that this project should be considered a priority and agreed to the architects’ recommendation of a traffic study being conducted for possible options.
- E Renovations – consider renovations based on how space will be used.

- Baseball Stadium Synthetic Turf (Outfield) – provide drainage system and artificial turf surfacing to complete the baseball field surfacing on 100% of the field. The original turf project just made renovations to the infield.
- Softball Stadium Synthetic Turf (Outfield) – provide drainage system and artificial turf surfacing to complete the softball field turf surfacing on 100% of the field.
- Mall Auditorium Upgrades/Renovation – upgrade outdated curtain and fly rigging system, provide new in-house and stage lighting, create a permanent in-house sound booth position, upgrade AV and acoustics throughout.
- Cafeteria Renovation and Expansion – this has been an area of discussion over the years on options to renovate and expand the cafeteria area to make it more efficient.

Dr. Wakely spoke on next steps that include looking at the needs versus the wants of the projects. Then look at the wants in terms of funding sources available and then report their work back to the committee. He will meet with Dr. Cook and Mr. Patterson and bring back their recommendations this summer to the Finance Committee to prioritize and then present to the board in the fall for review. The information provided by DLA today regarding these projects will be shared with the other board members for their information and any feedback they may want to share. It was also recommended that prioritization be based around academics first and prioritization of these projects be coordinated with the Planning Committee. A concern was expressed not to lose sight of G Building renovations to ensure that those renovations do not get pushed farther down on the list. Mr. Wright reiterated that there is no particular order of the projects presented today and B and G Buildings that are underutilized right now are on their radar.

Fund Balance Reserve Policy

Mr. Pauling noted that recommended changes to the Fund Balance Reserve Policy from a 10-month reserve to 6-month of reserves were discussed at the Committee-of-the-Whole meeting on January 19. The recommendation of the board was to include additional language as a safeguard into the revised policy that the monies get used for capital expenses only, not operations. Dr. Cook reached out to the district's attorney and provided the following language to be included: "When fund balance exceeds 50%, the primary goal of the Board is to draw upon its reserves for emergency or one-time expenditures, such as capital improvements or major repairs, rather than recurring costs." Dr. Cook also spoke with Dr. Grossi who was more comfortable with an 8-month reserve but looking at future revenues that the district continues to receive from the state and as long as the state remains healthy, Dr. Grossi agreed with the change to 6-months. Dr. Grossi cautioned that if the district's state funding decreases then the district will have to tighten up its expenditures. Dr. Cook noted that Dr. Wakeley has stated that although we want to be fiscally mindful, we do not want to be in a situation where we want to start cutting things or adding things that our kids really don't need. The committee agreed with the language provided by the district's attorney to be included with the revised policy. The revised Fund Balance Reserve Policy will be on the February 20, 2024 board agenda for approval.

Refund Levy

Dr. Cook explained The district is eligible to receive a 2023 levy adjustment for the prior year property tax refunds due to Certificate of Errors and Property Tax Appeal Board decisions in the amount of \$547,651. The district will automatically receive these funds unless it is abated back to its taxing body. These amounts are not subject to PTELL limitation, will not affect the district's limiting rate, and will not be included in the PTELL extension base for future tax years. These amounts will be included in the total non- capped rate and extension, and in the total

final tax rate. Eligible refunds that were extended to our taxing body included \$506,134 in PTAB refunds and \$41,516 in CoEs for a grand total of \$547,651. This grand total amount will be automatically added to the District's 2023 tax extension grand total, unless there is a Board resolution to abate it to the taxing body. The recommendation of Dr. Cook and Dr. Wakeley is for the district to keep the refund owed to the district while continuing its past practice of being fiscally responsible to the community through abatements and the Property Tax Relief Grant (PTRG) which has proven to be a real benefit to the community. The committee agreed with the recommendation of Dr. Cook and Dr. Wakeley that the refund be automatically added to the district's 2023 tax extension. Dr. Cook added there is no further action that needs to be taken as the refund to the district will automatically be added.

FY2023 Annual Financial Report

Dr. Cook informed the committee that the district received a 3.8 out of a possible 4.0 financial performance rating which is still the highest profile score of recognition that the district has been given for the past 6 or 7 years since Dr. Cook has been in his role as the Chief School Business Official. Dr. Cook is looking into the auditors' recommendation of possibly adding two policies that reflect the district's practice of the processing of stale checks and for having something more robust as far as capitalization is concerned. Dr. Cook shared that this is the second year with these auditors and the auditors found no significant difficulties in dealing with management in performing and completing the audit. He added that the auditors expressed that they were impressed with Homewood Flossmoor High School and the workings of the Business Office. Dr. Cook added that it has been a seamless transition with the new auditors.

Legislative Updates

Dr. Cook spoke on a new legislative update regarding the School Code that was amended to increase the competitive bidding threshold from \$25,000 to \$35,000. The amendments went into effect January 1, 2024. Therefore, school districts are now required to award all contracts for the purchase of supplies and materials or work involving expenditures in excess of \$35,000, or a lower amount as required by board policy, to the lowest responsible bidder, unless a statutory exception applies. Now that the amendment is in effect, policies concerning bidding should be reviewed to ensure they reflect the \$35,000 bid threshold, otherwise, any lower bidding threshold as established by board policy will control. Dr. Cook noted that no changes to the district's current policy of \$25,000 will be made at this time and the district will adhere to the guideline of the School Code.

Adjournment. The meeting adjourned at 8:43 a.m.