

## **GLENBROOK HIGH SCHOOL DISTRICT 225**

### **FINANCE COMMITTEE MINUTES**

**May 8, 2018 7:31 AM – 9:27 AM**

#### **Glenbrook South High School - Principal's Conference Room**

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Members Present: Doughty, Fagel, Finan, Frandson, Geddeis, Gravel, Hanley, Ptak, Riggle, Swanson, Taub, Wright

Also Present: Ryan Bretag, Peter Glowacki, Sonia Kim, Cameron Muir, Tarah O'Connell, Ed Solis, Rosanne Williamson

Members Absent: Raflares, Tarver

#### **Agenda Item #1: Call to Order**

A regular meeting of the Finance Committee was held in the Principal's Conference Room at Glenbrook South High School on May 8, 2018. The meeting convened at 7:31 AM.

#### **Agenda Item #2: Recognition of Community Visitors**

There were no community members present at the meeting.

#### **Agenda Item #5: Glenbrook South Lyceum Chair Bid for FY2017-18**

Dr. Ptak recommended to the committee that the Board of Education award a furniture bid for the Glenbrook South Lyceum to the vendor: The Business Section, and approve the associated purchase in the amount of \$46,456.

Dr. Ptak provided some background information by explaining that the Lyceum at Glenbrook South is regularly used for various events that include parents, students, and staff. The chairs presently in use are over 20 years old, original to the space, and have been reupholstered over time. In addition to showing extensive use, the chairs are heavy and difficult to stack and store.

Recognizing that the chairs have exceeded their useful life, the school leadership team evaluated a variety of replacement options. Taking into consideration projected costs along with comfort and mobility, the *Hoopz chair* by Community (a Jasper Group

Brand) was selected. The frame and poly seat have a 15 year warranty and the fabric and upholstery have a 1 year warranty for any defects.

### **Agenda Item #6: Multifunction Printer Bid for FY2018-19**

Dr. Gravel shared some background information with the committee. At the May 13, 2013 board meeting, the Board approved the purchase of 71 walk-up MFPs to be placed in department office spaces and 4 High Speed Production Xerox devices to be placed in the centralized print shops. The purchase was financed through a 5 year, \$1 buy-out lease which ends June 30, 2018; at which time the District will own the devices. Prior to this purchase, an equipment consolidation study was conducted to right-size the fleet resulting in an overall fleet reduction of 15%.

Since 2008, the overall annual print and copy volume, district-wide, has consistently measured around 20 million impressions (an impression can be a copy, print, scan or fax image). Glenbrook North and South each offer a central copy center to support school programs and operations, where jobs can be submitted electronically or in-person to be printed/copied. Additionally, each department, depending on size, has one or two MFPs to support walk-up needs from staff and students. On average, 55-60% of the print volume is processed in the print shops, with the remaining volume spread among the departments. Approximately 99% of impressions are monochrome, and only 1% color.

The current fleet of MFPs have performed well over the last five years, but have started to demonstrate significant deficiencies in their performance. Continuation with these machines through refurbishment would not be cost effective, given technological developments and overall design changes since we last purchased machines. It should be noted that 5 years is an industry standard for the replacement timeline of these types of machines. As a result, a Request for Proposal (RFP) process was initiated for the following items:

- Purchase of approximately 72 walk-up multifunction printers (MFPs) that offer copy, print, fax, and scanning services;
- Purchase of 4 high-speed production MFPs for the two centralized print shops;
- Approval of a supply and maintenance contract(s) for the purchased equipment

A Request for Proposal (RFP) process was conducted and RFPs were sent to 16 companies. The RFP specification requested pricing for a direct purchase of the equipment; as opposed to pricing for a fair market value or \$1 buy-out lease. Once the purchase is awarded, the District will have the option to conduct another RFP process directly with leasing companies to solicit pricing should the district wish to finance the

equipment. However, given \$525,788 of technology related leases are ending June 30, 2018 and not being renewed for FY2018-19, it is anticipated a direct purchase of the equipment will be recommended.

Dr. Gravel informed the committee that proposals are currently being reviewed and will be shared at the May 21, 2018 Board of Education meeting.

### **Agenda Item #3: Learning Spaces Cohort Update and Tour of Classroom**

Mr. Bretag opened this topic by describing to the committee that this has been a 3-year process in the making. They (Mr. Bretag along with Ms. Williamson) spent almost 2 years meeting with vendors, choosing furniture and a great deal of input from teachers. In the current 3rd year the learning spaces committee, consisting of teachers, administrators and students, discovered the “why” behind the classroom spaces, and how learning spaces should function. It all comes down to the student’s experience in this setting, taking into account their well-being and that they become active learners. During this process teachers worked with over 900 students.

Mr. Bretag, along with Ms. Geddeis and Mrs. McConnell took some of the committee members on a tour of the prototype of the 4 learning spaces at GBS. These prototype classrooms have been in use by students and teachers since March 1, 2018.

### **Agenda Item #4: Resolution Authorizing Permanent Inter-Fund Transfers for Capital Project Purposes**

Dr. Gravel recommended to the committee that the board approve a resolution authorizing permanent inter-fund transfers for capital projects in the amount of \$5M. Dr. Gravel reminded the committee that the actual use of the funds for projects such as

- Routine concrete repairs, paving & asphalt services
- Routine roofing repairs
- Replacement of existing parking lots
- Electrical and mechanical upgrades
- Safety & security enhancements
- Learning spaces initiative

will still be dependent on subsequent project approvals and the awarding of bids by the Board of Education.

In accordance with the 23 Ill. Administrative Code 100.50(d), revenue or other sources of funds can be utilized to pay for capital projects, however, a permanent inter-fund transfer must be approved by the Board of Education authorizing the use of the funds.

This transfer solely represents an accounting adjustment, required by Illinois Administrative Code.

**Agenda Item #7: Adjournment**

The meeting adjourned at 9:27 AM.

The next Finance Committee Meeting date will be July 10, 2018.