

COLORADO SPRINGS SCHOOL DISTRICT 11
Dr. Terry N. Bishop, Superintendent
Division of Business Services
Glenn E. Gustafson, CPA, Deputy Superintendent/CFO

DAAC Budget Committee
Wendy Chiado, Chairman
John Gartin, Vice-Chairman

Minutes

January 22 2008
6:00 p.m.

Members Present: Wendy Chiado, Katie Friedel, Suzy Gingrich, John Leary, Pete Lee, Bob Miner and Tim Walker

Ex Officio Members Present: Ken Wieck and Becky Moore

Guests: Jamie Cushenberry-Mitchell High School Faculty, Murray Basinger - Sr. Contracting Specialist, Thomas Fernandez - Energy Management and Conservation Manager, George Noble - Custodial Operations Manager and Frank Bernhard - Executive Director of Facilities, Operations and Transportation

Wendy opened the meeting at 6:00 p.m. The minutes were briefly reviewed and Pete made a motion to accept the minutes, seconded by Katie and unanimously approved.

Bob wanted to point out to the committee that he would appreciate it that when a committee-wide email is sent out, individual committee members please reply to the sender only and not the entire group.

Wendy indicated that there was nothing new to report from the DAAC except the committee is pleased with the work of the By-Laws sub-committee.

Murray Basinger introduced himself to the committee. His presentation was on program 26400, Equipment Maintenance. He indicated that he works closely with George Noble and the warehouse staff. He stated that he will visit schools and evaluate a need that has been presented to him and if the need is there, will often cost-share the purchase of a replacement item for the school (example lunchroom tables). He also negotiates the maintenance contracts for such things as small office equipment, cleaning and repair of furniture, stage equipment and weight equipment. Ken pointed out to the committee that the IT portion of this program had been moved out and into another General Fund account so the bulk of this account was removed.

John L and Katie asked why the individual entities that own the equipment don't take care of maintenance and repair instead of having a central administration department looking after this. Murray told the committee that he gets a more cost-effective contract which costs the district less than individual schools calling for maintenance every time they need it. Additionally, the equipment gets better maintenance and lasts longer because the schools are less likely to spend money for such reasons because they don't have it..

Frank Bernhard introduced himself and his staff to the committee. He had several handouts for the committee and a PowerPoint presentation.

The first Facilities program presented to the committee was 26210, Custodial Operations. He pointed out that there are 204 custodians total for all of the District's buildings. When a substitute is needed, the substitute is placed at half the time (four hours out every eight). He told the committee the controlling factor in the number of FTE placed in a building is based on square footage rather than building population. Frank also discussed the duties of the custodian and their role in security and energy conservation. He discussed the budget, the equipment used by the custodians and his concerns for the future.

Frank then moved to program 26250, Utilities. Again, he reviewed the various functions of this program and discussed the budget. He examined the wide-spread conservation efforts of the District and showed how much money has been saved. He also reviewed the rising costs of energy and how they swallow up the savings from the conservation efforts. He talked about the program's successes and his concerns for the future.

The committee questioned Frank about District rates and peak demand. Frank also discussed geo-exchange and ice storage. He pointed out that with more schools acquiring air conditioning, costs will continue to rise during previously lower cost months. Katie wanted to know if there were any incentives or grants from state or federal sources. Frank indicated that what little the District can get from outside sources really makes a very small impact on the budget.

Frank discussed the energy conservation team and stated that currently it is understaffed. Katie asked Frank and George to thank their staff on behalf of the committee for the tremendous job they do.

Ken discussed the Open Items list with the committee. Item #9 regarding the counselors in the night schools is still under review and Item #10 regarding night school locations was still of concern to some of the committee members.

Wendy talked about the By-laws sub-committee with the group. She would like to have Ed Plute, Chairman of the DAAC Accreditation Committee, attend the February 26 meeting for an update on both committees' work and then have him stay to meet with the By-Laws subcommittee after adjournment of the regular meeting. John L indicated that he would like to finalize the By-Laws subcommittee's flow-chart and the Budget Committee's portion of the by-laws so the committee could be finished with their work.

Wendy also asked the committee to come prepared to talk about their preliminary report to the Board of Education next meeting. The report will be presented to the Board of Education on March 12 after approval of the DAAC and DAAC Executive committees. Included in the preliminary report would be the 26000 programs series recommendations.

Some discussion took place regarding the Equipment Maintenance Program presentation by Murray Basinger. The committee questioned the need for this account at all and will discuss during work on the preliminary report to the Board of Education at the next meeting.

Before adjournment, John L expressed concern about rising fuel costs and salaries within the District. He would like to see what the administration has for a five-year financial plan for the District. He wants to know what kind of plan the District has in place to meet these future costs and protect the District from running in the red. The committee would like to ask Glenn to come in and talk about the future fiscal plan for the district, the long-range expenditure and revenue expectations and to explain how the District seems to be implementing site-based principals only partially.

The meeting was adjourned at 7:50 p.m. with plusses and deltas.

Next meeting is February 12, 2008 in the administration boardroom at 6:00 p.m.