A Finance Committee meeting was held on April 21, 2014. Mr. Cofsky called the meeting to order at 5:10 p.m. in the Board Room. Committee members present were Thomas F. Cofsky, Dr. Ralph H. Lee and Jeff Weissglass. Also present were Dr. Steven T. Isoye, Superintendent; Tod Altenburg, Chief Financial Officer; Amy Hill, Director of Assessment and Learning; Michael Carioscio, Chief Financial Officer; Dr. Tina Halliman, Assistant Superintendent for Pupil Support Services; Philip M. Prale, Assistant Superintendent for Curriculum & Instruction; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors included John Phelan, Board of Education president, Ms. Patchak-Layman, Board of Education member (arrived at 7:17 p.m.); Karin Sullivan, Director of Community Relations and Communications; Doug Wiley, Supervisory of Finance, Ronald Johnson, Purchasing Director and Transportation Coordinator; Frank Danes, Interim Director of Human Resources; Christopher Thieme; Director of Infrastructure Services; Robert Zummallen, Michael Piekarski, Food Service Director; Dan Kleinfield and Clay Reagan, OPRFHS Faculty Members; Peter Ryan, community member; Al Stettler, Stan Jagielski, and George Ferrell of Henry Bros.; Patrick Brosnan and Robert Wroble of Legat Architects; and Terry Dean of the Wednesday Journal.

Visitor Comments: Peter Ryan, 414 Augusta in Oak Park, spoke on the pool feasibility study. He advocated for the Board of Education to build a pool that was 50 X 25 yards so that it could accommodate competitive diving, water pool, etc.

Minutes
Mr. Weissglass moved to approve the Finance Committee minutes as amendment; seconded by Dr. Lee. A voice vote resulted in all ayes.

Presentation of Athletic Uniform Bid
The Committee members supported moving the approval of the Athletic Uniform Bids to the full Board of Education for approval at its regular April meeting. The term of the contract is July 1, 2014 through June 30, 2015. The total cost is $27,005.60. The three qualified bidders are as follows:

<table>
<thead>
<tr>
<th>Advantage Team Sales:</th>
<th>Boys Volleyball Warm Up Jacket, Football Uniforms (Jersey and Pants) and Badminton Warm-Up Jackets.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boathouse Sports:</td>
<td>Girls Track Singlets and Shorts</td>
</tr>
<tr>
<td>BSN Sports:</td>
<td>Boys Swimming warm ups (jacket and pants), Girls Swimming warm ups (jacket and pants), Baseball Warm-up jackets, Wrestling Singlets and Girls Basketball Warm-ups (jackets only)</td>
</tr>
</tbody>
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Presentation of Food Service Co-operative Bids
The Committee members supported moving the approval of the decision of the Northern Illinois Independent Purchasing Cooperative (NIIPC) evaluation team to award the RFP’s to Performance Foodservice-Fox River to the Board of Education for approval at its regular April Board of Education meeting.

Ms. Piekarski noted that the NIIPC started in 1996 with 11 districts and has since grown to a membership of 70 districts. Members save between 5% and 7% on the items they purchase from the co-op. OPRFHS
incurs no expense as the administrative district. Ms. Piekarski, its executive director, does her work for this organization outside of her work at OPRFHS. NIIPC has a tiered member and OPRFHS’ fee is $1,600.

**Presentation of Hotel Contract for Prom**
The Committee members supported moving the approval of the contract with Hyatt Regency Hotel for the 2014 Prom to the full Board of Education at its regular April meeting. The prom will be held Saturday, May 17, 2014. It is anticipated that 800 students will attend. This will be paid for out of Student Council funds.

**Presentation of Life Safety Amendment**
The Committee members supported moving forward the approval of the Life Safety Amendment #23 for Board of Education approval at its regular April meeting. The following projects will be funded with Life Safety Funds:

- Renovation of the Men’s Toilet Room on the First Floor of the 1910 Building to be fully compliant with the Illinois Accessibility Code.
- Replacement of galvanized steel plumbing piping which provides domestic hot water to the Men’s Toilet Rooms on the First, Second, Third, and Fourth Floors of the 1910 Building.
- Replacement of Air Handling Unit (AHU) mechanical equipment which serve the 1910 Building.

The benefits from the approved work include:

- Toilet Room renovations will provide fully accessible toilet rooms for male students and staff.
- Piping replacement will improve the quality of water.
- New AHU mechanical equipment will improve indoor air quality.

**Presentation of Driver Ed Simulator Equipment Renewal**
The Finance Committee members supported moving forward the replacement and purchase of the Driver Education Simulators to the Board of Education for approval at its regular April meeting. They are being replaced because 1) they have a DOS operating platform which is no longer supported; 2) the company that services the simulator units themselves no longer makes any of the parts that frequently break or wear down; and 3) the manufacturer is now three generations beyond the model currently being used. The cost is $216,749.96 at this time, but negotiations are continuing. The Driver Education Department is requesting the purchase of 12 Doron simulators and 12 SSI simulators to replace the existing 24 simulators, which have been in use for 17 years. After extensive research and testing of a number of systems, the staff believes that the two systems offer a differentiated approach to meet the needs of all driver education students. This differentiated approach allows students to achieve at their own pace and receive necessary feedback from the instructor. The Doron system provides teachers with the ability to interact with students in real time and experience true car-like controls. These will remain in the lab. A big screen was not included in any recycling cycle previously. The Doran equipment will be placed on the first two tiers and the last 12 pieces of equipment will be in the back of the room. Students can provide their own headphones or use OPRFHS headphones. The average cost be student averaged out over the lifetime of the current equipment was $10 per student. The average cost of the new equipment would be $14 to $15 per student if they last as long as the current ones. Students will cycle through every six days and then do their classroom work. The cost will be amortized over time. This technology is one of the ones longest used and it is used 8 periods per day. The PC component will probably need to be refreshed in three years.

**Presentation of Board of Education Budget**
The Finance Committee members supported moving forward the Board of Education FY 2015 Budget for approval at its regular April meeting. It decreased $14,500 from last year. Dr. Lee suggested discerning
whether the District should expend funds for the ED RED membership at some time in the future, although he recommended the continued funding of it.

**Presentation of IT Server and Network Contract – E2**
The Finance Committee members supported moving forward the E2 Network Services contract to the full Board of Education for review and approval at its regular April meeting. OPRFHS has utilized E2 services for the past six years with excellent service at a competitive price and it knows the OPRFHS environment. The contract amount is $174,000 per year for three years. OPRFHS can terminate services after 60 days written notice if desired. The scope of service includes: monitoring, maintenance, and management of IT Systems: E2 will monitor, maintain, and manage, OPRFHS’s Windows Servers and network infrastructure including: overall monitoring and management, server monitoring and management, network monitoring and management, security monitoring and management, applications Monitoring, SQL Server monitoring and management and email monitoring and management. The only way to know how competitive this is by going to the market which the District intends to do next year. Mr. Carioscio noted that this was an “all-in” pricing theme and there has been no increase in pricing for the past three or four years.

**Presentation of Ombudsman School Contract Renewal**
The Finance Committee members supported moving forward the contract with Ombudsman Alternative Education Services for the 2014-15 school year for 10 slots to the full Board of Education at its regular April meeting.

For the 2013-2014 school year, the District purchased 10 student slots at a cost of $5,880 per slot. For the 2014-2015 school year, Ombudsman set a price of $6,056 per slot for 10 to 20 slots, a 3% increase. However, Ombudsman is offering a 2% decrease in the price per slot if the District enters into the renewal agreement by April 30, 2014. The cost per slot with a 2% increase would be $5,998. Ten slots at the reduced rate would cost the District $59,980 for FY 2015. Generally, by the end of the semester, all of the slots are filled. Sometimes this goes into the summer. Ombudsman is a storefront school with online computer classes with 2 to 4 staff. Students come for morning or afternoon classes and take assessments. Ombudsman personnel are in contact with OPRFHS counselors and it has career-focused post-secondary projects and support for that. Students are getting a personalized learning experience through an online curriculum. PSS Teams recommend students for this program. Typically students do not come back to the OPRFHS campus for extra-curricular activities, but they do receive an OPRFHS diploma and can walk in the ceremony.

**Presentation of Gala Fourth of July Fireworks Show**
The Finance Committee members supported moving forward the request from the Gala Foundation to proceed with its annual fireworks display. This year the fireworks will be held on Friday, July 4, 2014. The event will be moved to Saturday, July 5, 2014, if there is inclement weather on July 4. GALA will provide a certificate insurance prior to the event. GALA is not charged for the use of the facilities.

**Presentation of Summer 2015 Capital Improvement Projects**
The Finance Committee members supported moving forward the 2015 summer capital improvements anticipated to be $4,856,500 to the full Board of Education for approval at its regular April meeting. The list of capital improvements includes:

- 2nd floor old building Corridor North end by 291 floor tile abatement and replace with new Fritz tile. From 2011 – 2014, all four floors in the old building hallways were replaced with new Fritz floor tile. This will complete the old building corridor work.
- The roof warranty expires in 2015. Repair of specified areas in the flat roof in order to extend the warranty for an additional 10 year period.
- Replacement of 1967 addition old galvanized domestic water mains.
• Replacement of old electrical panels and feeder in 1967 addition
• Special education 109 remodel kitchen to accommodate ADA requirements. Remove carpet in two classrooms and replace with Fritz tile.
• Install door closures in all classrooms of the old building per direction of the Regional office of Education.
• Replacement of air handlers. OPRFHS is in the fifth year of a ten-year plan for replacing our aging and inefficient heating, cooling and ventilation systems. With more efficient units available the number of fan units has been decreased and provide more comfortable working, healthy environments for the students and staff as well as proven cost savings.
• Masonry restoration: 3 years ago ORPFHS started restoring the stone and masonry on the exterior of the building. Now about 80% complete. The program of tuck-pointing and sealing the joints around the perimeter of the building will continue in order to eliminate damage to the interior of the structure. This process will take at least 4-5 more years to complete.
• Educational Technology wiring closets and classrooms: As part of the master wiring and network infrastructure plan, ten wiring closets throughout the building will be redone. This update will involve providing technology additional space for growth, ventilation, power backup, air conditioning and security.

Mr. Zummallen will provide the timeline for projects over multiple years.

Presentation of 2013-14 Amended Budget
The Finance Committee reviewed the 2014 Amended Budget. The resolution to put this on display was approved at the Special Board of Education meeting on April 15, 2014.

Mr. Altenburg noted that the variance is less than in previous years. Clearly there are variances that the amended budget will be brought back to life through the work of the Finance Advisory Committee. As the process continues, the key will be to continue to focus of identifying and understanding other variances in order to determine future planning. The Business Office will continue to review.

Presentation of Pool Feasibility Study
The Finance Committee members supported moving forward to the full Board of Education the Pool Feasibility Study, as the full Board of Education had commissioned this study.

Legat Architects noted that its involvement with the pool study began in the fall. The Pool Committee had worked with Stantec to put together an assessment of the pool needs and sites. Legat was brought to the Long-range Facility Planning Committee and asked to review and narrowed those sites, and it proposed a third site. A high-level, preliminary review and costs was presented to the Board of Education in September 2013. At that time, the costs ranged from $18 to $22 million depending on the site. In December 2013, the Board of Education suggested more fully evaluating the two sites and what the direct and related costs would be if a pool were built today. The two sites explored were 1) the Parking Deck—Site 1, and 2) the Varsity Baseball Field—Site 2.

In order to bring as much information forward as possible, Legat and Henry Bros. lead a team that consisted of WTI, Jacob & Hefner, AMSCO, and Larson Engineering, all companies familiar with the building and the project. Legat looked at the architectural solution and Henry Bros. focused on the infrastructure to identify what would affect the cost and add-ons.

Consideration/information was given or received such as 1) the legal description of the property, the utilities, soil borings to understand the structural compatibility and whether soil would have to be removed, which site would have the least impact on day-to-day operations of the school, parking, etc. It was reported
that the soil capacity is appropriate for construction of a new building and no additional costs would be incurred to haul it away.

Site 1:  Pro: No effect on day to day operations.
         Con: Parking would have to be addressed.

Site 2:  Pro: Close to green field sites on the property.
         Impact to neighbors would be minimal.
         Con: Playing fields would be affected.

Stantec and the Pool Committee looked at a stretch pool. Based upon input received, a stretch pool would not be bigger enough to accommodate the existing needs of Physical Education (PE) today. It is important to compare the size of the student body and PE and athletics. The smallest pool that would accommodate the needs of today would be a 9-lane stretch pool. The current needs of the building’s program required 66,650 square feet that included separate locker rooms, athletic showers and toilet facilities, coaches’ offices, locker rooms, bathing facilities, concessions, etc. The rooms that needed to be next to each other were identified. Systematic floor plans were developed. One design had been identified that would fit all sites. Legat reviewed those plans.

Lower level:
   Volume of pool, below grade, mechanical rooms, pumps, etc.

Ground floor:
   Locker rooms, lobby spaces on two ends of the building (one for PE and one for athletics), support areas, concessions, etc.

Upper level:
   Spectators for 400 to 500 people, mechanical room, connecting link to existing building.

The study team started with the Charette process, brainstorming session, massing models, etc. Options were provided for each site.

Site 1A: No Parking.
Site 1B: Parking for 100 would be underground (at a cost of $12 million), and would make the pool deck higher. The pool retainer would not be in the ground and the pool itself would be on the second floor. The pool would need to be re-enforced to have parking beneath it.
Site 2A: A bridge would connect the new building to the old building. Not having this would have programmatic implications, as students would be going outside for swim class and coming back with wet hair.
Site 2B: Move playing fields to the north, displacing the tennis courts, thus, they were added to the roof of the new building.

The Board of Education was encouraged to think about the priority of need. Keeping tennis on campus was a priority, parking may be a priority. Revisions to the plans could include not having an Olympic sized pool and replacing it with 1 long stretch (25 yd. x 16 yd. pool) (Revision 1), or a 25 yd. x 50 ft. pool (revision 2), or just replacing what the school currently has (revision 3). The cost of the revisions was also included.

Discussion ensued about timeline. A preliminary schedule called for 12 months of design and award of the bids and 2 years for construction. The target completion date would be June 2017 if given the go-ahead today.
Mr. Steffler noted that Henry Bros, OPRFHS and Legat have worked successfully together for the last five years to budget, design, build, and construct projects on schedule, with quality, and within budget. As the square footage and amenities changes, so do the costs. These plans ranged from $20 to $70 million. The premium for an Olympic pool itself is from $18 to $42 million. The actual variable is the water. This information will enable the Board of Education to make decisions on what to proceed. Discussion ensued. The reason for the significant increase in cost from what was reported last fall ($18 to $22 million) was because the Stantec report was used and it had provided options that ranged from a 6-lane, 25 yd. pool to a stretch pool. These current options include proposals from a 9-lane and long stretch pool with a dive well to an Olympic-sized pool, respective equipment and building size. Legat just completed an 8-lane, stretch pool for Niles North and the “out-the-door” cost was $15.5 million. Niles North has a student body of 2,300 students. Thus, these costs are comparable to other costs of institutions in today’s dollars. Since the fall, the work at Niles, Wauconda, and the College of DuPage were reviewed and then equated back to these 3 sites, utilizing the Stantec report. The difference is the need, the current use of the pools, and baseline expectations. In today’s dollars, $16 to $54 million would be comparable. The $18 to $22 million was based on the Stantec report. After meeting with coaches about scheduling and athletics, it was obvious that a larger pool was necessary.

Suggestions for the report going to the full Board of Education were:
1) Include pagination
2) Allow adequate time on the agenda for discussion
3) Consider how to gain additional public input if necessary.

Waiver of Rental Facility Fees
The Finance Committee members supported moving forward to the full Board of Education for approval the request from the Oak Park Country Club to use the OPRFHS tennis courts on July 12 and 13, 2014 to host a tournament from 8:00 a.m. to 5:00 p.m.

The administration asked to waive the classification (for profit) status and the rental fees for this event based on the country club’s current space sharing with the high school golf teams. According to Section II of the Administrative Procedures to Board Policy 8:20 – Rental of Facilities, a request such as this can be referred to the Superintendent (or his/her designee). This will be a one-time waiver as it will apply to the July 12 and 13 tournament only. Any future requests will be considered under the guidelines of Board Policy 8:20 and its Administrative Procedures. The procedure with the appropriate language was included.
Discussion of FTE and Programs
The Finance Committee members supported moving forward to the full Board of Education for approval the request for an additional 6.8 FTEs due to the enrollment for the 2014-15 school year. Since that time, the DLT is recommending a new Special Education program that will require additional FTE. The rationale for the additional FTE responds to the Strategic Plan’s desire to meet the needs of the student. While intensified work at the transition level allows for opportunities for flexibility, it created other issues. Discussion ensued.

One member stated that while this is the financial perspective, it had other components as well. This change in ratios should perhaps come out of the Strategic Plan versus just a tactile in what the school does. What is the intended result? What will be gained? What are the deliverables? Dr. Isoye responded that this was not about a change in programming. The current programming squeezes out some students from their experience. In the past years, the focus during scheduling was on the total number of FTE. While some students may have to take a summer school course in order to qualify for the next level/course, they cannot be scheduled until they have completed summer school and received a passing grade. What is the potential to move students during the year? This is not a massive change in what is being offered. This is about the establishment of relationships, an individualized approach to learning, the opportunities for faculty members to have more time for instruction and establishing relationships.

One member asked about where the origination of the target class size arose and if the Board of Education had acted upon that range. Is this request within the current plan or is it outside of the plan? Mr. Rouse noted that no numbers had been actually attached to target ranges, but that there was an understanding about what is a manageable class size. As fidelity to class size and transition level, the schedule is tighter in different areas; a direct area is college prep. At semester time, students move from transition to college prep courses and space needs to be available for them to move. The school has not had that flexibility. This proposal would add flexibility and yet stay within the class size ranges. Additional FTE would be approximately $293,000 for salary and benefits for a MA+5 hire.

Mr. Cofsky noted that this would change the financial assumptions in the FAC model of 16.1 FTE. The District’s actual number is 15.95. Dr. Gevinson felt the Instruction Committee should have a say in the educational needs.

Mr. Weissglass noted that while this was not the Instruction Committee, the piece that is the driving force behind this is the flexibility to move across levels. Mr. Cofsky was concerned that this would use resources that could be used for Strategic Planning. Mr. Rouse stated that the additional FTE would allow students not to shut out of courses. The electives fair generated more interest in electives and the additional FTE would provide students the flexibility of having the same electives at different times of the day. Mr. Weissglass concurred with the comparative numbers and that it seemed like it was a continuation of a range of practice while moving away of austerity. Dr. Isoye noted that while the Advisory Leadership Team talked about the divisor possibly not getting the desired results, but it did not determine if there were a better calculus. It recognized what can happen in Special Education.

Discussion ensued about whether this should go to the Instruction Committee before going to the full Board of Education. The issue of waiting for next month’s Instruction Committee meeting was that it would be more difficult to find quality candidates. Dr. Lee expressed concern that this was a one-year problem and that the Board of Education was looking at pieces in one-year time frames. He wanted the Board of Education to project income and expenses over 5 or 6 years and determine a projected tax levy over a period of 6 or 7 years. He voted against lowering the tax levy by $10 million because that Board of Education had not made that calculation. Mr. Altenburg noted that the PMA model included the tax levy. Mr. Weissglass noted that it was included in the 5- year projections with a 10-year trend and the Financial Advisory Committee, in addition to projections of annual tax levy, also projected a referendum of 7 to 10%.
Mr. Weissglass believed the District could add 3.5 FTE and it is not a permanent increase. It can be status quo or the District can build back up into the higher ranges if the data shows that it is making a difference.

Special Education CSI Program
The Special Education Department proposed a new program titled Communication Services that are Intensive for students who are off campus and have an autism diagnosis. In the past years, a number of students have been placed off campus. The trend is that more students are being diagnosed with this type of disability. Currently, 1 in 68 students are identified with autism as compared to 20 years ago when it was 1 in 10,000. The desire is to bring those students to this campus. Eight students will be targeted for this program and the costs analysis is for an average of 7 students.

The staffing and program needs are:
- One LBS I Certified FTE, with Specific Rotating Content Specialists
- Two TA’s
- One Full Time Social Worker, specifically trained in Social Thinking Skills
- 2 days of Speech Therapist services to be determined by the therapist via individual/group and consultation. (0.4 FTE)
- Independent Consultation (on-site training and coaching) 5 hours per month for the 1st year to decrease in intensity through 3 years.
- ALL Staff to be trained in Social Thinking. Summer professional development
- Assistive Technology Consultation
- Occupational Therapy (.16 FTE)

Physical Environment:
In order to decrease anxiety as much as possible, the program requires multiple, connected spaces, which are in close proximity to an entrance/exit.
- 1 large space for instruction that can be divided and utilized for multiple purposes
- 1 “Therapeutic Intervention Space”
- 1 “Lunch Room” The cost analysis includes 1 FTE teacher, 2 paraprofessionals, part-time occupational
  and physical therapy services, technology, and furniture. Transportation would remain same, i.e., one designated bus. The savings anticipated in bringing students back on campus are:

These students already have not been placed off campus and the District is trying to recapture those students. Students who fall into this category have a difficult time transitioning and scheduling and they often find it traumatic to have their schedule changed.

The Communication Services that are Intensive (C.S.I.) program aligns to all six components of the strategic plan.
I. Holistic Community Education
   a. By bringing this type of program to our school allows us to collaborate with other educational institutions to create a high-quality continuum of learning and seamless transition for students.
II. Equity
   a. The CSI program will strive to create an environment where the academic achievement and social emotional growth of these students will not be predictable by race, socioeconomic status, or other social factors.
   b. In addition, the CSI will create a school community where all students feel welcome and experience a sense of belonging.
III. Supportive Learning Environment
   a. The CSI program will support the unique strengths and needs of each individual student and will provide a system of supports to meet their needs.
b. The CSI program will build the capacities and support the efforts of students in their social-emotional and academic learning.

c. The program will create a safe environment by establishing fair and just processes and practices while recognizing the humanity of these students.

Dr. Halliman will put together an evaluation system, similar to the one used with the EAC Program, prior to the implementation of the program. The deliverables would be:

a) Meeting student needs on campus

b) Efficient transition to least restrictive environment.

c) Savings of off campus placement.

One Committee member asked for a review of the trend of students being placed off campus for budgeting purposes. Another member wanted to determine if OPRFHS was becoming a more attractive place for parents of students with special needs. Is a 20% special education population higher than other districts?

Dr. Isoye noted that the may also need additional FTE i.e., a program chair and additional nursing support, etc. Dr. Halliman reported that OPRFHS has a higher number of Special Education meetings than other schools, i.e., disciplinary issues. Consequently, additional FTE and a part-time nursing position may be required. She felt a part-time person in the nursing office would bring stability to that office, rather than the current intermittent help.

Mr. Cofsky and Dr. Lee felt the request should go to the full board for approval at its regular April meeting. Mr. Weissglass felt it should also from the Finance Committee perspective, but he felt it should first go to the Instruction Committee for consideration.

Presentation of Monthly Financials
The Finance Committee members supported moving forward the Monthly Financials to the full Board of Education for approval at its regular April meeting.

Presentation of Monthly Treasurer’s Report
The Finance Committee members supported moving forward the Treasurer’s Report to the full Board of Education for approval at its regular April meeting.

New Business
Mr. Weissglass asked for a schedule of TIF payments that have come forward, including their timing, as the Treasurer’s Report showed the line item was down by $1 million.

Dr. Lee requested an analysis of what appeared to be continued growth in the demand for special education programs to determine if there were a trend, why, and, if so, how to deal with that issue. Mr. Cofsky noted that the analysis would focus on the financial aspects of Special Education, noting that it is a needed area.

Adjournment
At 9:15 pm, the Finance Committee adjourned.