

OAK PARK AND RIVER FOREST HIGH SCHOOL
201 North Scoville Avenue
Oak Park, IL 60302

FINANCE COMMITTEE MEETING
Tuesday, February 15, 2011

A Finance Committee meeting was held on Tuesday, February 15, 2011. Co-Chair Allen called the meeting to order at 7:39 a.m. in the Board Room. Committee members present were John C. Allen, Terry Finnegan, Dr. Ralph H. Lee, Amy McCormack, Dr. Dietra D. Millard, and Sharon Patchak-Layman. Also present were Dr. Steven T. Isoye, Superintendent; Michael Carioscio, Chief Information Officer (arrived at 8:06 a.m.); Amy Hill, Director of Assessment and Research (arrived at 8:15 a.m. and departed at 8:50 a.m.); Philip M. Prale, Assistant Superintendent for Curriculum and Instruction (arrived at 8:29 a.m.); Nathaniel L. Rouse, Principal; Lauren M. Smith, Director of Human Resources; Cheryl L. Witham, Chief Financial Officer and Treasurer; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors included James Paul Hunter, FSEC Chair; Doug Wiley, OPRFHS Supervisor of Finance; Robert Zummallen, Director of Buildings and Grounds; Jack Lanenga, Director of Data Services; Tim Keeley, Purchasing Coordinator; Ken Florey of Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd.; Legat Architects, and John Phelan (departed at 8:46 a.m.), and Christopher Wildman, community members.

Approval of January 18 and 20, 2011 Finance Committee Minutes

It was the consensus of the Committee members to accept the January 18 and 20, 2011 Finance Committee minutes, as presented.

Architectural Contract

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the Architectural Contract with Legat Architects at its regular February Board of Education meeting. The most recent copy of the contract was distributed at the table.

The Board of Education had been informed that Ms. Patchak-Layman's request to add language to section 3.2.5.1 relative to environmentally friendly was done by replacing the word "may" with "shall" and language was added that would insure diversity in the labor contracts per Mr. Allen's request. Mr. Florey stated that these terms would apply to all of the contracts with Legat. Exhibit A will list the specific job, the fee for that job, the details of the start time and completion times, and the estimated construction cost. The fee will be applied to the construction costs when the bids are received.

Mr. Florey continued that architects with the construction manager, prepare the bid specifications in accordance with the Board of Education specifications, e.g., making sure that minority and women-owned businesses are aware of this opportunity, etc. Construction managers receive a copy of the laws. The Capital Development Board for the state has goals and requires the construction manager to identify what was done to encourage those companies and which

companies being used were minority-owned. If there were none, an explanation must be given. The sliding fee will be based on the size of the project. Previously 10% was the floor; this contract is for 8 ½%. The cost of construction and environment is included in the fee.

RFP Construction Management

It was the recommendation of the Finance Committee members to recommend to the Board of Education that it accept Henry Bros. Company as the Construction Management Firm at its Special Board Meeting following this meeting.

Nathaniel Rouse, Jack Lanenga, Ed Kras (Assistant Director of Buildings and Grounds), and Mr. Zummallen served on the selection committee that reviewed all of the data, e.g., qualifications, general experience, skills and ability of personnel, performance data, workload cost factors, references, etc. Henry Bros. built Lincoln Way North and West High Schools at approximately \$90 million each.

The RFP lists all staff personnel, i.e. project manager, supervisor, persons for Workers' Compensation, refuse disposal, office person, construction manager, and accountant. Mr. Florey felt that the size of the project would attract excellent applicants/contractors. The District will hold 10% aside for change orders, adding of another person, etc., and all change orders must be brought to the District before anything is completed. The Construction Manager's fee is a locked-in fee.

Construction Management Contract

The construction management contract will be brought to the Board of Education for approval at its regular February Board of Education meeting. Mr. Zummallen stated that all of the companies that were interviewed were well qualified and thus the determining factor was price. The District attorney will work with Henry Bros attorney on the contract. The prime contractors will be publically bid out and award the work as determined by price. Henry Bros. will be responsible for all of the work of the contractors. The District will publish the notices and open the bids with the assistance of the architect and construction manager. The architect and the construction manager will create the bid document. This will be additional work for Mr. Zummallen and Mr. Keeley. Mr. Florey stated that the goal is to get as many subcontractors involved as possible. He anticipated seeing women and minority-owned companies bid on this work because of the size of the project. It is the construction manager's job to find contractors who are not part of the normal group.

Mr. Florey explained that the dates on the forms being used were different because of different entities revising their forms at different times.

Student Hire Process

Ms. Smith provided the Board of Education with the proposed process for student hiring. It includes:

- 1) Each supervisor must complete a personnel requisition form;
- 2) Student worker positions may be posted in the departmental area, in the Student Bulletin, and online;

- 3) Human Resources (HR) will provide an on-line internal application for each position;
- 4) The hiring supervisors' responsibilities will include reviewing the applications online, interviewing, making recommendations to HR for hiring and informing HR when the assignment has been completed; and
- 5) HR will handle the hiring process, e.g., required paperwork, background checks, etc.

Per *The School Code of Illinois*, students will also need to be fingerprinted once parental approval is given. In theory, a prerequisite might be that the student would have had to have taken a special course. Students will have available to them the use of computers in Human Resources or the Library, and assistance relative to reviewing job requirements, uploading resumes, etc. They will be informed if and when they do not get the jobs. HR will work with the supervisors to give feedback and perhaps work with the counselors. As an example, in technology, resumes are reviewed, the students are interviewed and they are informed as to what they need to do in the future to get the job.

It was suggested that counselors and the teachers who teach relevant courses, e.g., computers, be made aware of these jobs as well. The Bookstore seeks students with no experience, some experience, and a college student.

Ms. Smith stated that the goal is to help students become perfect employees. Ms. Patchak-Layman suggested reviewing this process in the future to see the experience of new and repeat customers. Ms. Smith will design a student questionnaire. The Board of Education will also approve each student for hire.

Instructional Materials Recommendation

Ms. Witham reported that a committee was convened to determine the most effective instructional materials model because of inefficiencies in the current one and the imminent loss of State Loan Funds for textbooks. Presently, the District is using four pieces of software and hardware which have to be pieced together. The committee met with DLT, IC, BLT, and divisions about how to go forward to ensure the highest quality and not create a new cost center in the Education Fund.

As such, the committee recommended having an all-inclusive instructional materials fee of \$340 per student for the 2011-12 school year. It would be a five-year rolling fee and cover all costs to run the Bookstore, including salaries, benefits, supplies, and operational expenditures, all books planned for purchase in the five-year period, textbooks, paperback books, and other consumables and kits (i.e. supplies for Art Foundations). The fee would not include PE uniforms or calculators. The total cost was divided by the number of students expected to pay the fee in the five-year time frame. Ms. Witham felt that the fee burden would be lightened and she expected collections to be easier than in the past. Discussions are also occurring with publishers about having electronic versions of their books available. The cost of implementing this program would be spread over five years. The District hopes that the price will go down because the District will not be buying as many books. The District has a campaign to buy back the books and it has to buy new books. The District is making an investment and it will not reap back its investment until the end of the five year period. While not in the recommended model, it was

suggested that a shrinkage fee be added to cover the books that are not returned. It was recognized that the school would realize a huge sales tax savings.

Ms. Patchak-Layman's concern was that students paying \$340 were covering the cost of waiver students, which is the District's responsibility. She felt the fee should be lowered to \$288 per student and the District pick up the difference of approximately \$136,000, based on this fee schedule. The same financing was being used for summer school with scholarships and the District has the same responsibility. Dr. Lee concurred. Ms. Patchak-Layman did not want to shift the District's responsibility to other students. Ms. Witham responded that if it did that it would be a new cost center for the school. Mr. Finnegan noted that it was either charging all of the taxpayers or just those who have children in the school. He did not want to burden all of the taxpayers. Dr. Millard, Mr. Allen, Ms. McCormack, and Mr. Finnegan were in agreement with the recommendation of \$340. Dr. Isoye's direction had been to keep the fee constant for several years.

Discussion ensued about whether this fee would cover individual computers. It would not; the only technology content was that for purchasing textbooks. Ms. Patchak-Layman asked if there were a plan to bring this cost down if and when electronic textbooks are available. The Committee had felt that the trend would be for this amount to decrease and that a technology fee might be added. Ms. Witham stated that the recommended model would make for an easier transition to that.

It was the consensus of the majority of Finance Committee members to recommend to the Board of Education that it approve the Instructional Materials Fee at its regular February Board of Education meeting. Ms. Patchak-Layman suggested that the District ask the attorney if it were legal for some students to subsidize other students. She also suggested sending this out to the parent groups for their review.

Office Supplies

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the Office Supply Contract extension with Quill Corporation from July 1, 2011 through June 30, 2012, at its regular February Board of Education meeting under the Consent Agenda.

In addition to keeping the same prices as in 2008-09, Quill is the only firm in the past two bid processes that offers free next-day shipping with no minimum order amount.

Transportation

Special Education

It was the consensus of the Finance Committee members to affirm the low-bid of Illinois Central for Special Education Transportation RFP for the term of 2011-2014. A contract will be brought forward to the Board of Education for approval at a future date.

Grand Prairie has provided good service for the past five years, but substantial savings are available with Illinois Central.

Field Trips

It was the consensus of the Finance Committee members to affirm the low bid of Illinois Central at the February 15 Finance Committee meeting for Field Trip/Extracurricular Transportation Services. A contract will be brought forward to the Board of Education for approval at a future date.

Illinois Center offers a flat rate no matter the time of day and bills in 15-minute increments.

Student Fees

It was consensus of the Finance Committee members to recommend to the Board of Education that it approve the Students Fees for the 2011-12 school year, as presented, under the Consent Agenda.

Freshmen	\$85
Sophomores	\$245
Juniors	\$60
Seniors	\$95
Pay to Play	\$55

PTAB

It was the consensus of the Finance Committee Members to recommend to the Board of Education that it approve the annual Property Tax Appeal Board Resolution at its regular February Board of Education meeting, as presented, on the Consent Agenda.

This resolution authorizes Arles Dalianis at Franczek to act on the Board of Education’s behalf to appeal someone or some entity who appeals their property tax assessed value in a timely way.

Finance Advisory Committee Update.

Ms. With reported that in the month of January, the following Finance Advisory Committee (FAC) activities occurred:

- 1) The FAC met once about education and communication plans;
- 2) The communication sub-committee met once to discuss the education and communication recommendations of FAC;
- 3) The Instructional Quality Review Committee (QRC) met to review the EAC II program as a pilot test of the system and to create the template for future reports to QRC; and
- 4) The Board of Education approved the ALT structure as recommended by FAC

As a participant of the EAC II QRC, Mr. Finnegan noted that the purpose of this committee was to set up a format from which any individual program may be analyzed. Consideration would be given to e.g., finances, how many students participate, attendance, discipline, academic impact, etc. Hopefully, this or a similar model will be used to evaluate other programs.

Student Achievement Initiatives

The Finance Committee was presented with an updated table of student achievement initiatives currently in place and asked if it wanted to prioritize them so that it could be reflected in the budget. Dr. Isoye explained that this was an educational piece; an opportunity to review the programs offered to see if they supported the goals of the Board of Education and what the Board of Education wanted to emphasize in future goals.

Dr. Lee and Dr. Millard both wanted input from the administration and would yield to its recommendation. They needed to see what was missing from the student needing the help. Ms. McCormack wanted a ranking category added, e.g., what should the Board of Education be looking at, etc. Mr. Finnegan wanted the chart updated each semester. He also asked if the numbers in the FREE & MUREE programs were growing or shrinking. Dr. Isoye suggested sending any questions regarding these programs to him, copying Ms. Kalmerton, in order to get the answers from the right administrators.

Ms. Patchak-Layman asked about how new initiatives, e.g., reading program, Algebra program, etc., would fit into the cost. Some of the programs listed come from different categories, i.e., cocurricular activity accounts, the General Education Fund, and some by department. She suggested consideration of adding more dollars into Project Scholar as staffing limitations had prevented students from enrolling in the program their sophomore year. She felt it could be expanded as it provides an opportunity for more time with math and science teachers and an additional staff person with whom they can have adult conversations. This class has worked well in providing more students a rigorous curriculum. Mr. Prale stated that sophomore students do not have a mandatory study hall and they would not have a place for it in their schedules. If registrations were increased to 6.8, the FTE cost would be an additional \$700,000 annually.

Ms. Patchak-Layman suggested that it would help to know what the question is that is being answered with a particular program. What was the original goal of the program?

Financial & Treasurer Reports

The Monthly Financial Reports and the Treasurer's Report will be presented to the Board of Education for approval at its regular February Board of Education meeting under the Consent Agenda.

Adjournment

The Finance Committee meeting adjourned at 9:46 a.m.