

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

FINANCE COMMITTEE MEETING

Tuesday, April 19, 2011

A Finance Committee meeting was held on Tuesday, April 19, 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, Jacques A. Conway, 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; 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; Micheline Piekarski, Director of Food Services; Cindy Milojevic, Assistant Principal for Student Services; Jack Lanenga, Director of Data Services; Tim Keeley, Purchasing Coordinator; Amit Martin, OPRFHS Informational Technology; Michael Benstent, Henry Bros., and John Phelan, Board of Education member-elect; Mark A. Falcone, Fabiola Amecuzk, and Suzanne Griffith, Commonwealth Edison; Jayson Bittner of Cloverleaf Farms, and Robert Wrobbles of Legat Architectural.

Approval of March 15, 2011 Finance Committee Minutes

It was the consensus of the Committee members to accept the March 15 Finance Committee minutes, as presented.

Simplex Contract

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the purchase of new smoke and heat detector devices from Simplex Grinnell for the Summer 2011 construction projects at the April 19 Special Board of Education meeting.

The smoke and heat detectors currently servicing the third and fourth floors in the old building are nineteen (19) years old and the National Fire Protection Agency recommends that these devices be replaced every ten (10) years.

Construction Bids

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the construction bids as presented at the April 19 Special Board Meeting.

Of the 540 contractors who bid, 58 were minority and women owned business enterprises. Mr. Benstent was satisfied with the number of contractors who bid with the exception of flooring, because companies had bonding capacity issues. Only one bid was received for the temperature controls from the company who already does work at OPRFHS. One elevator company arrived late for the bidding and its bid could not be accepted. The recommended elevator bid

recommended was under budget by \$20,000 and the company has done work in the building previously.

Construction Update and Approval of Life Safety Amendment

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the Life Safety Amendment as presented at the April 19 Special Board meeting. The amendment was recommended because the total scope of the work originally approved is less than the funds available.

Com Ed Request for Support of HB 14

While the representatives from Commonwealth Edison provided background information and asked the Board of Education for support of HB 14 which would change the regulatory structure regarding rate changes, etc., they were told that while members of the Board of Education may individually support this bill as citizens, the entire Board of Education will not be put into a political fight and thus would not offer a letter of support.

Food Service Bids

OPRFHS is the administrative district for the Northern Illinois Independent Purchasing Cooperative with a membership with 65 Illinois districts, representing 150,000 students. Last year it did over \$16 million dollars with the distributor. Every year it decides what items will be rolled over and what items will go out to bid.

It was the recommendation of the Finance Committee members to recommend that the Board of Education award the RFP to Alpha Baking and Sara Lee at the regular April Board meeting as presented under the consent agenda.

It was the consensus of the Finance Committee members to recommend that the Board of Education award the RFP as follows: Country Pure Foods for all Juice Products, General Mills for assorted cereal products, Kellogg’s for assorted Breakfast Bags and J&J Snack Food for all assorted Holiday Cookies at the regular April Board meeting, under the consent agenda.

If was the consensus of the Finance Committee members to recommend that the Board of Education award the RFP to the following companies at the regular April Board meeting under the consent agenda.

Bob’s Dairy	Cloverleaf Farm	ECO Marigold	Kemp’s	Mueller-Pinehurst
Arlington Hts.	Blue Ridge	Bloomington		Antioch
Bradley #61	Champaign	Fox Lake		J.S. Morton
Bradley H.S.	Coal City	Grant H.S.		Johnsburg
Burr Ridge	Cunningham	Huntley #158		Leyden HS
Elmhurst	Meridian #223	Marengo HS		Marquardt
Evanston H.S.	Monticello	Olympia		Nippersink
Evanston #65	Reed Custer	Prairie Hill		Queen Bee
Glenview		Woodstock		Westmont
Joliet				

Kankakee				
Mt. Prospect				
Oak Park HS				
River Trails				

Ms. Piekarski stated that OPRFHS received high score from the state auditors on purchasing.

Dist. 97 and Dist. 200 Food Service Lunch Prices

It was the consensus of the Finance Committee members to recommend that the Board of Education approve a \$.05 cent-increase for breakfast and lunch for OPRFHS students and District 97 students at the regular Board of Education meeting under the Finance portion of the agenda.

The increase is due to the increased cost for food, gas for delivery, and recommended salary projections. This is still almost a breakeven entity. Ms. Piekarski will maintain the same cost structure for healthy items ala carte, i.e. water, but will increase the price of those that are not as healthy \$.05 or \$.10, i.e., cookies or Power-Aide. District 97 is presenting this to its Board of Education in May.

OPRFHS also provides a cold sack lunches for District 90 to satisfy the Free and Reduced Lunch Program requirement for students.

Hyatt Contract

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the contract with Hyatt for prom activities for minimum revenue commitment for approximately \$45,000 at the April 19, 2011 Special Board meeting. The price includes gratuities, service, audio visuals, etc. Ms. Witham will clarify in the contract that no alcoholic beverages will be required.

Ms. Milojevic will be encouraged to look at other venues for prom and bring them forward next year in order to have a broader bidding process in an earlier timeframe for Board approval. Ms. Witham and Dr. Isoye suggested that any venue the Board of Education chooses must have a reasonable security aspect, so cost is not the only factor.

Mark Wainwright, Glassfrog Tours Agreement

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the contract with Mark Wainwright of Glassfrog Tours at its Special Board Meeting scheduled for April 19, 2011.

OPRFHS has worked with this agency for ten years. OPRFHS has a blank insurance policy for student travel through its cooperative. The Board of Education asked to receive a more detailed itinerary for this trip. Dr. Millard made the comment that there should be an indication of some supervision at every stage of every trip.

Certified/Non-Certified Staffing 2011-12 School Year

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the number of Certified/Non-Certified Staffing for the 2011-12 School at its regular April Board of Education meeting.

As reflected on the chart the Faculty FTE has been reduced by 3.4 FTE when compared with the current this year's FTE. However, overall FTE for the 2011/2012 school year is projected to be 2.0 FTE less than the FTE totals for the 2010/2011 school year. The overall faculty FTE of 228.10 will not be adjusted. However, the exact FTE per subject may change based upon final student class selection. The FTE is calculated at 2080 hours.

It is important to note that changes may occur in the "Classified" group in the area of Special Education due to District requirements related to a student's IEP. The "Non-Affiliated" group reflects the addition of a position that has moved from contract to regular status (occupational therapist). Some members of the District Leadership Team have been moved to the category of District Administration, rather than the Non-Affiliated category. There has not been an increase in administrative positions, just a reclassification. Dr. Rouse, principal, was moved to the District Leadership Team instead of the Building Leadership Team as well. The number of FTE associated with "Safety and Security" may change based upon the Board's further review of the closed campus question.

Two Special Education teachers will retire this year and the Special Education Director has reviewed classroom makeup. The four Program chairs are in the group "Other Assignments and Release Periods," are part of the bargaining group, are responsible for staff and programs, and have limits on their administrative positions because they are part of the bargaining group.

Athletic and Activity Stipends for 2011-12 School Year

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the Athletic and Activity Stipends (FTE and dollar amounts) at its regular April Board of Education meeting as presented.

Recommendations for personnel hiring will be presented at a regular Board of Education meeting. Some positions may not be filled until the next school year due to the activity season. No new clubs are recommended.

The Board of Education reminded the administration that it wanted more diversity in this area as vacancies occur. Ms. Smith stated that an evaluation of club sponsors does occur and that the District does reach out to staff members who run the programs. Student feedback would be helpful. It was suggested that there be a process for bringing new activities forward. Stipends are categorized by years of service, the number of students in the group, how many times the club/activity meets, etc. The Board of Education also reminded the administration of its request to have an annual report about the clubs and activities and include the correlation between student achievement and co-curriculars. The Board of Education asked the following questions.

- 1) If it turns out that six clubs have less than 15 members, a requirement, after these stipends are approved, how are new clubs moved forward and how are funds allocated to it?
There is a contract regarding stipends.
- 2) Were those receiving stipends reporting the evaluative information?

Answers will be provided at the regular April Board of Education meeting.

EPSON projectors

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the purchase and installation of Epson projectors at its regular Board of Education meeting on the consent agenda, as presented.

With this purchase and installation, half of the classrooms will have the means of projecting technology. Mr. Carioscio recognized the work of Tim Keeley, Robert Zummallen, and Amit Martin in putting this project together. The bid was split into the three parts as follows as an opportunity for cost savings:

Speakers – Moran
Projectors – Midwest Computer
Installation – Gerry Electric

Mr. Carioscio stated that these are commodities and they will work together and splitting this is an opportunity for cost savings. No bid bonds were required in the bidding documents.

Renewal of Photographers Contract

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the Photography Bid at its regular April Board of Education meeting under the consent agenda, as presented.

Xerographic Paper Bid

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the Xerographic Paper Bid to at its regular April Board of Education meeting under the consent agenda.

Ombudsman Contract

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the contract with Ombudsman for 10 slots at its regular April Board of Education meeting under the Finance portion of the agenda. This reflects a slight increase from last year.

The Board of Education asked to see three sets of data 1) how well students were performing when they entered Ombudsman 2) how well were they doing when they exited Ombudsman and 3) their attendance. If students are not attending, the school can intervene. Dr. Isoye will work with BLT to see what kinds of reports are available. Ms. Patchak-Layman noted that the report should be included as per the contract. Dr. Isoye stated that the counselor would receive the

results, i.e., the student's progress. If a student were not showing up at the school, the high school can intervene.

Resolution to Transfer Bond and Interest Fund to Operations and Maintenance Fund

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the transfer from the Bond and Interest Fund to the Operations and Maintenance Fund at its regular Board of Education meeting under the regular Finance portion of the agenda.

Resolution to Transfer Funds from the Operations and Maintenance Fund to the Capital Projects Fund

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the transfer from the Operations and Maintenance Fund to the Capital Fund at its regular Board of Education meeting under the regular Finance portion of the agenda.

Presentation of Amended Budget

It was the consensus of the Finance Committee members to recommend that the Board of Education adopt the resolution to place the FY 2011 Amended Budget on display for thirty days beginning April 20, 2011 at the April 19 Special Board of Education meeting.

The largest changes are the receipt of the monies from the River Forest TIF, some of the money from the Downtown Oak Park TIF money related to 2003 IGA, grants funding, receipt of General State Aid and redistribution for the summer 2010 construction projects happened in a different timeframe and thus a transfer of the funds to different accounts.

Finance Advisory Committee Update

Ms. Witham provided the Finance Advisory Committee Education Timeline for the month of March. Some preliminary pro forma working groups had been set up, one for instruction, to help define the reports that would be needed for the working groups in the fall as a template to make the process as smooth as possible. A working group on instruction had been started and Mr. Finnegan was present for those four or five meetings to review the EAC II Program as well as Jim Hunter, Janel Bishop, Dr. Tina Halliman, Therese Brennock, Tom Tarrant, Phil Prale, Nate Rouse; Michael Carioscio facilitated the meeting. This work is not yet complete because the framework has to be setup to do the evaluation piece.

Ms. Witham had formed a hybrid committee of both the instructional and operation components to the instructional materials fee to determine what information should be gathered and what the reports would look like that had both the operations and instructional components. However, that committee was not defined in the regular document and she did not plan to have that committee meet again. There are areas, however, where there will be an overlap and one of those areas is instructional materials. The Operations Beta Committee had not yet met. She was unaware of the meeting dates the other committees, as she was not a part of them.

Mr. Finnegan noted that some of the people involved in the instruction group had specialized interests and some had a wider view.

Mr. Allen suggested that the information first be considered in one group and then referred to another group. The FAC will need to amend its original proposal because a representative from the Board of Education was accidentally omitted from the committee on operations.

Monthly Financial

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the March Financial Reports at its regular April Board of Education meeting as presented.

Treasurer Reports

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the March Treasurer's Report at its regular April Board of Education meeting.

Adjournment

The Finance Committee meeting adjourned at 9:21 a.m.