

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

FINANCE COMMITTEE MEETING

Tuesday, June 14, 2011

A Finance Committee meeting was held on Tuesday, June 14, 2011. Co-Chair McCormack called the meeting to order at 7:39 a.m. in the Board Room. Committee members present were Terry Finnegan, Dr. Ralph H. Lee; Amy McCormack, Dr. Dietra D. Millard, John Phelan 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 Kay Foran, Community Relations and Communications Director; James Paul Hunter, FSEC Chair; Doug Wiley, OPRFHS Supervisor of Finance; Tim Keeley, Purchasing Coordinator; and Michael Benstent, Henry Bros. and Debra Kadin of Patch.com; and Paul Keller of Ancel Glink (arrived at 9:00 a.m.).

Approval May 17, 2011 Finance Committee Minutes

It was the consensus of the Finance Committee members to approve the Finance Committee Minutes of May 17, 2011, as presented.

Construction Update

The first full day of construction started June 13, 2011 with fifty-nine (59) men on site to do the demolition. Henry Bros. is providing supervision and a contact to the trades. Inside work occurs between the hours of 6:00 a.m. until 3:00 p.m. or later. Asbestos abatement containment areas are under construction and are under the supervision of Petron. Henry Bros reported that it was trying to match the new tile with the old tile in the east/west intersections. Mr. Benstent will determine whether the tile is green. Mr. Benstent was pleased with the construction progress thus far.

Asbestos Abatement Project Agreement

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the Asbestos Abatement Project Agreement at the Special Board Meeting following this meeting. Typographical errors in the agreement will be corrected for final signature.

Marching Band Uniform Bid

It was consensus of the Finance Committee members to recommend that the Board of Education award the contract to The Band Hall, the lowest responsible bidder for the Marching Band Uniform bid, at the regular June Board of Education meeting.

Minority Hiring Report

Ms. Smith provided a report on the District's minority recruitment efforts in response to a request. She had provided a comparison on the hiring for the 2009-2010 and 2010-2011 school years. Overall, the District hired 26 more employees during the 2010-2011 school year, increasing its number of minorities in the categories of Asian, Black, and Hispanic. Ms. Smith will provide an

overall view of the last couple of years as to the hiring composite of all the high school's staff. Once the 2011-12 hiring is complete, she will be able to report on the applicant pool. The software for the application system, Applitrack, through its EEO reports identifies that the District is struggling to receive black applicants.

For clarification purposes, Dr. Lee suggested using a hyphen or N/A, if appropriate, rather than calculating the percentages if changing from zero to some other number.

The District's recruitment committee met to re-establish its goal of recruiting qualified minority candidates and representatives will attend job fairs that target minorities. Dr. Millard suggested developing contacts with universities or colleges as well. Ms. Patchak-Layman requested a seasonal recruiting report.

Flexible Benefits Plan Document

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the M&I Benefit Services plan as presented at its regular June Board of Education meeting.

Village of Oak Park Student Parking

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the pre-purchase of student parking stickers for the 2011-12 school year at its regular June Board of Education meeting. Ms. Witham will work with the Village on the number to purchase based on past usage.

Discussion ensued about the price of a sticker, as it had increased 50% from last year. Should an individual student from River Forest purchase a sticker it would cost \$320 and an individual student from Oak Park would pay \$240. It was beneficial to the families for OPRFHS to purchase the stickers.

While a suggestion was made to police who gets the permits, i.e., those living the furthest from the school would be given a higher priority, it would be too time consuming for the District.

E2 Service Contract

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the contract with the suggested amendments with E2 Services as the vendor for the District's network at its regular June Board of Education meeting.

E2 Services provides a wall-to-wall service, e.g., vendor work, updates, etc. Jon Wells is the District's liaison to E2. Mr. Carioscio stated that after a review of other vendors, E2 was providing better service at a better value.

Mr. Phelan suggested adding language to the contract to address background checks, confidential information, sexual harassment, etc.

Residency Officer Contract

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the contract for residency services with R.W.D. and Associates, as presented, at its regular Board of Education meeting in June. This represents a salary increase of 1 ½ percent.

The full report will be provided at the June Instruction Committee meeting.

Legal Counsel Review

The Committee members were provided a template drafted by Ms. Witham and Ms. McCormack to start a review of legal counsel in an effort to expand the District's legal expertise and contain costs. DLT members provided the names of two or three attorneys in specific areas. Other names will be solicited as well. Note: the State of Illinois has an approved list of lawyers. It was anticipated that the Board of Education would interview the attorneys and then approve. A suggestion was made to go out for an RFQ whereby the Board of Education could designate what it wanted to see in a contract with the firm. It was noted that clients usually stay with a lawyer should that lawyer leave the firm.

Committee members reiterated that should an individual Board of Education member have a legal question regarding governance, it should be funneled through either the Board of Education president and/or the Superintendent with the response going to the entire Board of Education.

Some members were not interested in interviewing a vast number of attorneys but it was noted that this is the legal counsel for the Board of Education. It was also suggested that a Board of Education committee be formed to review initially any proposals.

This discussion will be continued in the future.

Thrive Counseling Contract

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the contract with Thrive Counseling Center for the 2011-12 school year, adding language regarding background checks, at its regular June Board of Education meeting. Thrive will provide the services of one substance abuse counselor and four resources managers. The substance abuse counselor position will provide proactive, measures of assessment, communication, and awareness to the community. While this person will provide the same tasks as the previous position, his/her emphasis will be first on prevention and then counseling.

The PEG Committee will discuss whether the District should use drug sniffing dogs, implement voluntary drug testing, and a student assistance coordinator position in the future, per IMPACT's recommendation.

Discussion ensued about whether the persons in these positions would be more effective if they were a part of the District's regular staff. Would that deter turnover? In Ms. Witham discussions with Thrive regarding salary, it was reiterated that Thrive pays for liability insurance, supervision of its staff, and that its direct salary for these positions is consistent and competitive in the marketplace. Thrive will not pay one individual more than anyone else. Ms. Patchak-Layman appreciated that

information, but she wanted the District to consider making these staff positions, as these people were involved with the high school students and a matter of fairness. Dr. Millard noted that it was the District's intention to provide as many resources as possible to students to help them stay away from bad choices. Individual counselors charging upwards of \$150 per student take on a higher risks and greater liability when working on their own.

Property & Liability Ins. Renewal

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the renewal of the property and liability insurance contract with CLIC at its regular June Board of Education meeting.

Because OPRFHS received an experience rating below one, it received a reduction in premium. OPRFHS will benefit from the return of funds relative to closed claims.

Workers Comp Renewal

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the July 1, 2011 CLIC Workers' Compensation renewal at its regular June Board of Education meeting.

District Fees – Technology & Testing Reduction

Due to the elimination of the \$25 technology fee that was instituted a few years ago and a review of the fees associated with testing, the Material Instructional Fees would be \$320 per child for the year versus the previously announced amount of \$360. The elimination of the technology fee was due to the receipt of the River Forest TIF funds.

Finance Advisory Committee Update

Dr. Millard requested any Board of Education members express their interest in participating in the two different QRC to Ms. Kalmerton.

Financial Report

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the May Finance Report at its regular June Board of Education meeting.

Treasurer's Report

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the May Treasurer's report at its regular June Board of Education meeting.

Adjournment

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