

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

**FINANCE COMMITTEE MEETING**  
Tuesday, February 17, 2009

A Finance Committee meeting was held on Tuesday, February 17, 2009. Chair John P. Rigas called the meeting to order at 7:35 a.m. in the Board Room. Committee members present were John C. Allen IV (arrived at 8:15 a.m.), Jacques A. Conway, Valerie J. Fisher, Dr. Ralph H. Lee, Dr. Dietra D. Millard, Sharon Patchak-Layman, and John P. Rigas. Also present were Dr. Attila J. Weninger, Superintendent; Jason Edgecombe, Assistant Superintendent for Human Resources; Cheryl L. Witham, Chief Financial Officer; Jack Lanenga, Assistant Superintendent for Operations; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors included Kay Foran, Communications and Community Relations Coordinator; , Doug Wiley, OPRFHS Supervisor of Finance; Tim Keeley, OPRFHS Purchasing Coordinator; Micheline Piekarski, OPRFHS Food Service Director; James Paul Hunter, OPRFHS Faculty Senate Executive Committee Chair; Dick Chappell, River Forest Community Center (arrived at 8:20 a.m.); George Bailey (departed at 8:45 a.m.) and Amy McCormick, parent.

**NIIPC Direct to Manufacturer Foods Contract RFP**

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the following for the NIIPC Direct to Manufacturer Foods Contract at its regular February 26, 2009, Board of Education meeting:

The following groups of items together, to be awarded as a group:

<b>Product Group</b>	<b>Vendor</b>
Biscuits	General Mills
Breakfast Boxes	East Side Entrees
Cereal	General Mills
Corn Dog Products	Foster Farms
Disposables	Berkley Square
Hot Dog	Kelly Eisenberg
Yogurt	General Mills

To award the following products individually to the following vendors: J&J Snacks will be awarded: the following sizes of cookies; Chocolate Chip, 1.6oz, 1.0oz, 2.5oz, Whole Grain Chocolate Chip, 1oz and Sugar, 1oz. Bonzers will be awarded: . Chocolate Chip Cookies, 3oz, 5oz and Holiday Cookies. Nestles Waters will be awarded: Water in the following sizes; 8oz, 16oz, 20oz and the 16oz flavored water. Health Fusion will be awarded: 8oz flavored Water.

### **Life Safety Amendment**

It was the consensus of the Finance Committee Members to recommend to the Board of Education that it approves the Life Safety Amendment #19 at its regular February Board of Education meeting under the consent agenda.

The following item will be completed with these funds in the summer of 2009:

1. Air handler XD6, XD7, XG7, XG9, and A 5
2. Fire dampers for XG8 and XG9
3. Water proof the Stadium, because of a leakage
4. Remove and dispose of asbestos countertops in 131.

Mr. Lanenga reported that these projects had been recommended by the District's engineers, AMSCO Engineers, and by the architects at Wight & Company.

Mr. Lanenga reported that the science labs were being redesigned and that was the reason for their removal and disposal of the countertops.

Mr. Lanenga reported that everything the school was involved in was "green."

Ms. Patchak-Layman was informed that Life Safety Funds were being used to waterproof the Stadium roof rather than Operations & Maintenance Fund because the stadium was a part of the Historical Preservation area and a safety issue.

### **Costume Vendor Contract**

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the Costume Vendor Contract at its regular February Board of Education meeting.

The background information regarding this contract was that Jeffrey Kelly had received a stipend for custom services from the District for many years. Last year the stipend was \$7,381. In addition, the District has rented costumes for performances. The Business office recently discovered that Jeffrey Kelly also owns the company from which the Theatre Department was renting costumes. This appeared to be a conflict of interest. Since it is in the middle of the school year, the District negotiated a contractual solution with Mr. Kelly to provide costume design and the costumes for the present school year. In the near future, costumes will be bid out for the next school year.

Mr. Rigas suggested that the policy concerning possible conflicts be made more visible within the school in order to alleviate any possible problems.

Ms. Patchak-Layman asked that this item be part of the regular agenda rather than the consent agenda.

**Student Fees**

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the Students Fees for the 2009-2010 school year as follows at its regular February Board of Education meeting:

<i>Description</i>	<b>Amount</b>
<i>Freshman</i>	\$85.00
<i>Sophomore</i>	\$245.00
<i>Juniors</i>	\$60.00
<i>Seniors</i>	\$95.00
<i>Pay to Play</i>	\$50.00

The Junior fees will be reduced by \$15. Only those students who take the PSAT test will pay the \$15 when they register for the test. A question was asked as to how many students take this test. Extra-curricular fees will remain the same except for the Fine Arts slide rental of \$35. This will be removed since the students no longer use slides in class. Ms. Patchak-Layman was informed that the District is still exploring textbook rental.

**SES Contract Approval**

Mr. Prale reported to the Committee that the No Child Left Behind Act (NCLB) requires that OPRFHS commit 20 percent of its Title I allocation to supplemental educational services (SES) with an approved provider. This is a federal guideline. This year a number of families selected as their SES provider the African-American Christian Foundation (AACF). The total value of the contract with AACF could exceed \$10,000. Because all contracts in excess of \$10,000 must be approved by the Board of Education, the administration was bringing it forward for approval. It was pointed out that it is a matter of procedure versus criteria for the provider. The provider must provide a number of hours, etc. When questioned about the worthiness of the program, Mr. Prale replied that more instructional minutes are always good, but this has not made a big difference to these students. Only one-half to one-third of the students who sign up for this service finish it.

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the contract with AAFC at its regular February Board of Education meeting.

**River Forest Community Center (RFCC) Childcare Program**

Mr. Edgecombe noted that the questions regarding the Childcare Program were 1) how many TAPP students were in the Childcare Program; 2) was there a waiting list; 3) how many students were being served; etc. Mr. Chappell presented background information about the TAPP program for this year. During the first year of RFCC's operation. The biggest challenge had been the number of TAPP students overall and the impact on the program. Currently, seven students are enrolled and at different times, other students

have been on a waiting list. Currently only one student is on a waiting list. There was the realization that positions have remained open for a long time without any revenue. He asked if there were Board of Education direction as to what the TAPP program should be or what is realistic as far as the number of slots. When trying to balance the economics versus the practicality of providing the program, sometimes it does not match. The Center has lost some money. The budget he provided did not include his salary or the Childcare Director's salary, only the direct costs for operating the program. However, the State does provide \$24,000 for a 0-3 grant and some of these expenses will be applied toward that grant. Ms. Witham noted that other grant opportunities were being pursued as they present themselves.

Mr. Rigas observed that theoretically the school should know when the babies would enter the program. Mr. Edgecombe reported that the responsibility for letting the daycare center know of the expected date of arrival is that of Mark Wilson, Assistant Principal for Student Services, and having the student complete the paperwork. Mr. Rigas noted that the expected birth date should be given to the day care center as soon as possible. When was the Center notified of impending births? Mr. Chappell noted that it varied and it was mostly timely and sometimes from other service providers in the area. Sometimes the service providers provided information that a baby would enter in October and it was really the birth date that had been given. A slot was held for that baby, but it was yet another six weeks before the baby arrived. No revenue was generated during that time and there was a waiting list of faculty, staff, and community members to place their babies in this program. Mr. Rigas felt that this then might be a communication issue. Mr. Chappell stated that people from the public and sometimes staff inquire at conception, as they should do. With students, there is not that kind of lead-time.

Ms. Patchak-Layman asked the capacity, she remembered increasing the capacity to 40 students. Mr. Chappell noted that the Center could handle up to 20 infants and the rest of the fifty-six (56) spaces being for toddlers and preschoolers. Currently, fifteen (15) infants are enrolled and one TAPP student is on the waiting list, as the baby will not start until early March. It is not economical to have 17 infants because one adult is needed to care for every four infants. Others who wanted to have their babies there were contacted and they had either found alternative care or they were no longer interested. This has caused a financial burden for the RFCC.

Dr. Weninger affirmed that the District would coordinate the information/pipeline with the agencies in the community, the District's resources, and Mr. Chappell.

Mr. Chappell informed Ms. Patchak-Layman that once 25 children were enrolled, a full time director was required on site. Presently, 20 children are enrolled. The plan was to slowly expand the center.

Mr. Edgecombe reported that the issue was about holding spots for students' babies. Is it the Board of Education's expectation that the RFCC should hold spots open? For what period? If so, should the Center be compensated for holding the spots?

Mr. Rigas asked that this be discussed further at the next meeting accompanied by a recommendation from the administration.

**Financial Reports**

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approves the December 2008 Financial Reports at its regular January Board of Education meeting under the Consent Agenda.

**Treasurer's Report**

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the December 2008 Treasurer's Reports at its regular January Board of Education meeting under the Consent Agenda.

**Additional Information**

Ms. Fisher reported that the Board of Education received a letter from District 97 signed by Dr. Collins and Michelle Harton regarding the sale of the leaseback. She was confused as to why this was sent to District 200 rather than to the Village of Oak Park. Dr. Weninger will reported that he will contact District 97 to find out its purpose.

**Adjournment**

The Finance Committee adjourned at 9:02 a.m.