

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

FINANCE COMMITTEE MEETING
Tuesday, May 17, 2011

A Finance Committee meeting was held on Tuesday, May 17, 2011. Co-Chair Allen called the meeting to order at 8:10 a.m. in the Board Room. Committee members present were Terry Finnegan, Dr. Ralph H. Lee (arrived at 8:27 a.m.), Amy McCormack, Dr. Dietra D. Millard, John Phelan (arrived at 8:15 a.m.), 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; Robert Zummallen, Director of Buildings and Grounds; Micheline Piekarski, Director of Food Services; Cindy Milojevic, Assistant Principal for Student Services; Tim Keeley, Purchasing Coordinator; and Michael Benstent, Henry Bros.

Approval April 19, 2011 Finance Committee Minutes

Mr. Finnegan moved to approve the Finance Committee Minutes of April 19, 2011, as presented; seconded by Dr. Millard. A roll call vote resulted in all ayes.

Amendment to the Dairy RFP Award

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the amendment to the NIIPC Dairy Products award for Bradley, Bradley Bourbonnais High School, Burr Ridge, Joliet High School, and Kankakee to the next lowest bidder, Cloverleaf Farms at the Special Board Meeting immediately following this meeting.

On May 10, OPRFHS received an email from the owner of Bob's Dairy, John Leonard, stated that he could not deliver to the above-named school districts as previously approved.

Construction Update

Mr. Benstent reported that the construction and abatement schedules have been developed and coordinated with the school programs and contractors. The first contractor/coordination meeting was conducted May 10, 2011.

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the Summer 2012-2013 Construction plans as submitted at its regular May Board of Education meeting.

In response to a question about the replacement of bathroom fixtures, Mr. Zummallen said the fixtures themselves were in good condition, but he was exploring the addition of stall dividers in the future.

Subcommittees are working with Mr. Rouse on the planning of the north end of the building. Legat will work with the departments and hear their visions. This will not be phased in until 2013. This summer more lockers will be installed on one side within the music area and the Music Department is rethinking its space.

Mr. Benstent stated the pre-construction and planning stage was currently occurring, e.g., all of subcontracts have been issued to the contractors and are now collecting performance and payment bonds, certificate of insurance, shop drawings, and acquiring the long-lead items, e.g., air handlers, etc. All schedules have been written and reviewed by the District. Weekly meetings will occur with the owner and trade contractors. The fire marshals have been shown the work for this summer. Construction will start June 13 and the substantial completion date will be by August 5.

Stipend Review Committee Update

Ms. Milojevic explained this report was not the athletic and activity end of the year report; that report will be provided to the Board of Education in the fall. This report was a result of questions asked at a previous meeting. The process of starting a new club includes sending ideas to first Ms. Milojevic and she then forwards them to the Stipend Review Committee for review. Clubs have been discontinued because of low attendance (12 or fewer members). Each year she reviews the rosters and talks with the sponsors. Next year, sponsors will be able to take attendance electronically through Skyward just as they do for regular classes. If there is money available, the committee will make recommendations for new clubs. The Committee will make a determination tomorrow on whether any of the six clubs with low attendance will be allowed to continue and if any new clubs should be brought forth.

Ms. Milojevic provided the following statistics as to whether there was a correction between a student's GPA and being in an extracurricular activity, including intramurals. She thanked Chris Thieme for his help with the analysis.

Unexcused Absences:

Those involved in cocurricular activities:	1.576 (2,259 students)
Those not involved cocurricular activities:	3.542 (1,162 students)

Average of Cumulative GPA:

Those involved in cocurricular activities:	2.960 (2,917 students)
Those not involved cocurricular activities:	2.311 (578 students)

When asked how the District might be able to affect the students who are turned away from activities because there are not enough resources, Ms. Milojevic stated that there are five power clubs which are open to all and have very large memberships, i.e., Student Council, Best Buddies, Tau Gamma, Huskie Athletic Club, and Spoken Word. There is an interest in expanding intramurals and Mr. Stelzer and Mr. Baker are responsible for working out the details. The problem is that OPRFHS has limited field space. Currently 90 students participate in intramurals.

The District is in the process of conducting a two-fold analysis of the current student body as to whom and who is not engaged. Each counselor has provided the names of two or three students who will be invited

to focus groups and asked 1) why are they not participating in anything at the high school, 2) what are they doing, etc. Dan Cohen is helping to devise a survey that will be given to English classes as to why students do not engage in activities and/or what activities they would like to participate in that the District does not offer. She has already completed small focus groups of at risk students and is analyzing that data.

Club students focus on doing well academically and the new reporting system will facilitate that focus. Sponsors will be able to see the student's academic performance, just as athletics do. Keeping track of students' grades in athletics is a main reason for the Assistant Athletic Director's position. Spoken Word has very strict criteria: if a student is not achieving academically, he/she will not be able to perform. Gospel Choir looks to identify students and gives them additional support, e.g. hosts study sessions before finals. Should a student in an activity be struggling in another area, he/she will be directed to the resources available to them, i.e., tutoring center, study table, etc.

Ms. Patchak-Layman noted that some students are involved in the school, not as participants but as audience participants. She saw them differently from those who totally disengaged. How does the school find those students who are totally disengaged? Ms. Milojevic indicated that the school is exploring using scanners at athletic/performance events, etc., to capture those numbers as well. Of note, many students work after school or are active in the community or in church groups.

Ms. Milojevic will provide the Committee members with the form used to start a new club.

Epson Projector/ Speaker Award

It was the consensus of the Finance Committee members to recommend to the Board of Education that it award the speaker portion of the contract to the next lowest bidder, Midwest Computer Product, at the Special Board Meeting immediately following this meeting. The District had awarded Midwest for the projectors, but its bid only included installation, so the next lowest bidder was taken.

Wi-Fi Phase II Bid

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the hardware portion of the contract to CDW-G at its regular May Board of Education meeting.

This will be Phase 3 of increasing wireless density to support the increasing number of computing devices being deployed as part of the multi-year technology plan.

The labor/installation portion of the project will be solicited and awarded through the approved Board of Education purchasing process of obtaining three competitive quotations for all construction projects under \$50,000.

Mr. Carioscio explained the bidding experience. Instead of bundling the services, the District tried to do this ala carte, but there was some discomfort experienced by the vendors. This will be rectified in the next bidding project he has.

Bleacher Bid

It was the consensus of the Finance Committee members to recommend that the Board of Education award the replacement of portable bleachers contract to Bleacher America at the Special Board meeting immediately following this meeting.

The District is required to have bleacher safety inspections every two years. The Life Safety inspections for the portable bleachers have indicated \$26,980 in repairs. The old portable bleachers have outlived their useful life and have become a safety issue to move.

The bleachers being ordered are high density polyethylene seat (HDPE) and are desirable because of its durability. This is the only company who had that type of seating. While the warranty is five years, Mr. Zummallen expected 20 years worth of service. The old bleachers will be recycled.

PE Uniform Bid

It was the consensus of the Finance Committee members to recommend that the Board of Education award the bid for shorts to Ambassador and the bid for shirts to Authentic Promo at the regular May Board of Education meeting. Ms. Charette-BassiriRad authored the specifics for this bid.

Finance will check on the replacement of swimsuits.

The Committee members offered suggestions on the presentation of bids in this report for clarity.

Towel Service Contract Renewal

It was the consensus of the Finance Committee members to recommend that the Board of Education approve a one-year extension through the 2011-12 school year with National School Towel Service at its regular May Board of Education meeting. The original contract was signed in 2009 for one year with up to three, one-year contract extensions. The District has been happy with this service as it delivers in a timely and courteous manner. There is also a zero percent increase from the current price. Total annual cost is approximately \$50,000. The contract will be provided at the regular Board of Education meeting.

Prevailing Wage

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the Resolution for Prevailing Wage at its regular May Board of Education meeting.

It is a requirement of the Illinois Department of Labor that local governmental bodies annually adopt a resolution for prevailing wages to be paid to workers in certain job classifications.

The District signed an agreement last year agreeing to pay union wages. Bidders are notified that this agreement is in place and it is up to the construction manager to enforce it. There was a question about whether landscaping companies paid these same wages.

Amended Budget

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the FY 2010-2011 Amended Budget at its regular May Board of Education meeting after a public hearing is held at that meeting.

The following items changed from the document the committee received in April:

1. Final adjustments in several grant dollar amounts. The revenue and corresponding expenditures amounts have been adjusted accordingly.
2. An adjustment to Other Local Revenue to increase the budget to reflect an additional payment of \$702,000 for the 2003 Intergovernmental TIF agreement.
3. An increase in expenditures of \$101, 356 for the technology upgrades purchased with the River Forest TIF funds. In coordinating the technology purchases and installation timeline with the construction projects, it became evident that the project needed to begin before July 1 in order to complete on time for the school year. This adjustment moves the timing of spending the funds rather than an overall increase. The expenditures for FY 2012 have been reduced and increased in FY 2011. The project has already been approved by the Board of Education and the funds received from the Village of River Forest.

Finance Advisory Committee Update

The Finance Advisory Committee met Monday, May 16. Ms. Witham updated the Committee on the events of April. On April 6, the FAC Subcommittee worked on a communication plan. A QRC for Instructional Materials had met but will not meet again. On April 19, the subcommittee met to practice its presentation for the District's leadership. The scheduled presentation to the District leadership on May 12 was delayed so that a conversation on lunch hour options could occur.

On May 16, Ms. Witham presented all information and progress to FAC and explained the delay in rolling out the plan. Significant conversation occurred about what was the intent of the plan. Because the plan was meant to be broad enough so that participants are free to meet and discuss cost containment, they reworked the document to provide that freedom. The recommendations were as follows:

- Two separate committees are suggested in order to divide the work by area of expertise. One committee will be responsible for academic Working Groups and another for operational Working Groups. Members of the QRC will all participate equally. A facilitator will be named for each group. The Board of Education shall select a board member for each of the two committees to serve a one-year term. Representatives from the working group will present the cost containment initiative to the appropriate QRC.
- Composition of the academic QRC should include the Principal, Assistant Superintendent of Curriculum and Instruction, Director of Assessment and Research, Chairman of the Faculty Senate, and a Board Member.
- Composition of the operational QRC should include the CFO, CIO, and Director of Human Resources, Director of Buildings and Grounds, Director of Food Services, Director of the Bookstore, a Board Member, and the Speaker of the Faculty Senate.
- At the Superintendent's discretion, in order to address special circumstances, an ad hoc QRC may be formed with membership drawn from the operational and academic QRCs. A question arose about whether experts would be allowed to present at the QRC. The scope of the experts involved may vary and the members of the presenting working group and experts will be nonvoting members.

Dr. Lee was concerned with the assumption that the District would exhaust fund balances by 2018 and he wanted it removed from the document, as he believed the date had already changed to 2020. He also noted that there was no assumption in the document that reflected property values and home prices in Oak Park and River Forest had decreased and the EAV will be smaller than projected. It was reiterated that it was important to layout the common assumptions about the finances as understood at that point in time. Each year, the assumptions will be laid out in the five-year plan and the EAV is part of the plan. ALT will talk about the assumptions in August. There was no support to make changes.

The process was reiterated. FAC has suggested a model to be used to review finances; it will have no influence on what the ALT will recommend to the Board of Education. ALT will express its concern about finances directly to the Board of Education, based on the current information and ideas. The goal of ALT is to attempt to add another year before the District will have to go out for a referendum. The goal of FAC was to bring everyone to the table to be heard and to be part of the process—the Board of Education’s biggest mandate.

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

Monthly Financial

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

Treasurer Reports

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

Adjournment

The Finance Committee meeting adjourned at 9:52 a.m.