

**OAK PARK AND RIVER FOREST HIGH SCHOOL**  
**201 N. Scoville**  
**Oak Park, IL 60302**

**Finance Committee Meeting Minutes**  
May 17, 2016

A Finance Committee meeting was held on May 17, 2016. Chair Cofsky called the meeting to order at 6:04 p.m. in the Board Room. Committee members present were Thomas F. Cofsky, Fred Arkin, and Sara Dixon Spivy, Also present were Dr. Steven T. Isoye, Superintendent; Tod Altenburg, Chief School Business Officer; David Ruhland, Director of Human Resources; Dr. Gwen Walker Qualls, Director of Pupil Support Services; Michael Carioscio, Chief Information Officer, and Gail Kalmerton, Clerk of the Board.

**Visitors** Fred Pruess, Jeff Bergman, OPRFHS Construction Manager, Christopher Thieme, Ron Johnson, Rob Wroble of Legat Architects, , auditors, Kevin Peppard (arrived at 6:34 p.m.)

**Public Comments**  
None

**Minutes**  
Mr. Cofsky moved to approve the minutes of April 19, 2016, as presented; seconded by Ms. Spivy. A voice vote resulted in motion carried.

**Compensation Philosophy**  
The Board of Education will discuss the compensation philosophy which was posted at a future Board of Education meeting. In the meantime, the District will continue to work with Tom McMullen on this endeavor.

**Cost Containment – PMA 2015 vs. Anchor**  
Cost Containment will be brought forth at the June Finance Committee meeting.

**Financial Metrics**  
Cost per student, health of fund balance and taxpayer burden for household. Information was given to Tod to frame up. 2 different looks 1) comparing to peer districts and 2) look at ourselves as a trend. TA worked this weekend on the operating expense per pupil because he was reminded information comes from the audit and there is a 77 line formula that comes up with the operating expense per pupil. Bring forward at the next committee meeting. Have 3 metrics with 3 looks In June.

**Contract/Renewals**  
The Finance Committee unanimously recommended that the Athletic Trainer Service Contract extension from July 1, 2016 to June 30, 2017 be moved to the full Board of Education for approval at its May meeting. The current contract is for \$15,000 more than last because a 20-hour part time trainer will be hired to provide more effective and efficient sports medicine coverage for the athletes. The new concussion and head injury legislation and policies will require additional time and resources by the athletic trainers to ensure the District is in compliance and providing appropriate treatments for the student-athletes. 2 girls sports, in addition bring policies for athletic trainers to ensure trainers are in compliance with new guidelines. In addition,

athletic trainer coverage has been increased for summer sports camps because over the 5 years, 22 sport camps now exist with over 2300 participants. Mr. Altenburg will research whether trainers provide a summary of their work.

**Renewal of Pilgrim Church Parking Agreement**

The Finance Committee unanimously recommended that the renewal agreement with Pilgrim Congregational Church be moved forward to the Board of Education for approval at its regular May meeting. It was noted that only the following had been added to this agreement.

“The District will take responsibility to inform the OPRF faculty; staff, parents and visitors that they are not allowed, under any circumstance, to park in any of the church staff parking slots off of the Elmwood Street alley.”

Students are charged \$240 for designated parking, not in the lot.

**Firewall**

The Finance Committee unanimously recommended that the Educational Technology Firewall purchase be moved to the full Board of Education for approval at its regular May meeting. This purchase is due to the additional use of technology in the District, including the 1:1 program, which has taxed the current internet bandwidth. To increase the bandwidth, the replacement of existing Internet firewall is necessary. The District will resell its old system under its disposal of assets process.

**MENTA Contract**

The Finance Committee unanimously recommended that the MENTA Agreements for Alternative Educational Services be moved forward to the full Board of Education for approval at its regular May meeting.

The contract amounts are as follows:

Contract Amount for Guaranteed Tuition	\$199,346.25 (for 18 students)
Contract Amount for Guaranteed Transportation	\$ 38,232.00
Contract Amount Guaranteed Total:	\$237,578.25

Note: MENTA is a couple of months behind in its billing, but the District believes that the fees will be more than what were budgeted. If it were less, no refund would be given to OPRFHS. When asked if the District were accrued for that expense, the response was yes as it was part of the budget, but from the accounting standpoint, the accrual is taken away and adjustments will be made depending on cash receipts.

**Internet Service Provider Fee**

The Finance Committee unanimously recommended that the contract with Zayo Group LLC be moved forward to the full Board of Education at its regular May meeting for approval.

The Current Year Cost is \$3,300/month - \$39,600/year for 1Gbps ISP

The Proposed Cost would be: \$5,979/month – 3 year term - \$71,748/year for 5Gbps ISP

This is part of the E-Rate process which allows the District to be reimbursed forty percent by the state after the bills are paid and the documentation is complete. The actual net cost would be \$41,000 before the rebate.

**District Fees**

The Finance Committee unanimously recommended that the Registration Fees be moved to the full Board of Education for approval at its regular May meeting.

Description	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	<i>Recommended 2016-2017</i>
Freshmen	\$50	\$50	\$50	\$50	\$50	\$50	<i>\$50</i>
Sophomores	\$220	\$220	\$220	\$220	\$220	\$220	<i>\$220</i>
Juniors	\$35	\$35	\$35	\$35	\$35	\$35	<i>\$35</i>
Seniors	\$70	\$70	\$70	\$70	\$70	\$70	<i>\$70</i>
Pay to Play	\$55	\$55	\$55	\$55	\$55	\$55	<i>\$55</i>

The fees were not overinflated: Families are not paying for the families that are unable to pay. Concerning Driver Ed Fees, the District has four more years on the waiver. One member noted that if a fee is waived, it is at the District’s expense and other fees are not increased to cover that waiver. The District registration fees are self-sustaining.

**Presentation of the 2015-16 Amended Budget**

The Finance Committee unanimously recommended that the resolution to place the 2015-16 Amended Budget on display for public inspection be approved at the Special Board meeting following that evening by the full Board of Education.

Overall the total revenues are 2.8% or \$1.9 million higher than what was budgeted. Total expenditures were 0.8% or \$630,800 higher than what was budgeted. The increase in expenditures is largely due to the additional expenditure of \$521,480 in Life Safety expenditures.

Some of the \$836,000 budgeted for Life Safety was paid out of the Capital Improvement Fund, and consequently, a fund balance transfer occurred after the end of the year. Thus, it is reflected in this year’s budget. This was not observed by the audit.

An error was made on the last sheet and will be corrected for the Board of Education meeting. One member stated the Long-Term Plan should show a \$500,000 plus and negative to reflect what has shifted.

The District received 2.8% or \$1.9 million more in property taxes because, at the end of last year, it had collected \$1.3 million less than what it should have received in FY 15, possibly due to the timing of the disbursement of property tax receipts. Thus, an additional \$600,000 has been collected. The nine-year average for the collection of property taxes has been 98%, but this is the first year the District collected 100%.

Health insurance amount was amended down by \$253,000 because the District experienced only a 2.8% increase versus the trend assumption of 7%.

The Amended Budget did not reflect the IT adjustments.

### **Summer Capital Improvements 2017**

The Finance Committee unanimously recommended that the Board of Education approves \$4,650,000 for the Capital Improvement Funding and \$63,000 for Tort Funding for camera improvements for Summer 2017 Construction at its May 26, 2016 meeting.

The Summer 2017 Capital Improvements are proposed as follows:

1. Replace air handlers F-1, B2, B3, B4, B5, Heat exchanger in north part of the attic and miscellaneous building control valves.
2. Continue exterior masonry tuck-pointing and restoration from North Cafeteria to Loading Dock area.
3. Replace electrical distribution centers and feeders in the north end of the building.
4. Plumbing upgrades – 8 ejector basins
5. Technology improvements – MDF closet 172 and IDF closet 278A - replace old cabling and racks and update wiring.
6. Camera replacements – Phase 2 of changing from analog to IP cameras.
7. Phase 2 of baseball field improvements – dugout, fence, bleacher improvements and concrete work.

Mr. Cofsky remarked that the long-term plan had afforded a positive execution from building upgrades since 2008. The District is on target with many of the components, and that is the thinking that is needed for facilities. Dugouts may be an alternative option. It is challenging to project out further than 2017 because of possibly conflicts with the LTFP. The bids will be approved in the December/January timeframe.

As of June 30, 2016, Henry Bros. will no longer work for OPRFHS and will not buffer the liability. OPRFHS hired Jeff Bergmann as its construction manager. Legat Architects will administer the process on school's behalf.

### **Presentation of Monthly Treasurer's Report**

The Finance Committee members unanimously recommended moving the monthly treasurer's report forward to the Board of Education for approval at its regular May meeting. When this report actually comes forward is dependent upon the timing of the reconciliation process.

### **Financials**

The Finance Committee members unanimously recommended moving the month financials forward to the Board of Education for approval at its regular May meeting.

### **New Business**

Mr. Altenburg reported that Senate Bill 231 has a net effect on the District of \$1.6 or \$1.7 million loss over four years.

### **Adjournment**

At 7:15 p.m., on May 17, 2016, Mr. Cofsky moved to adjourn; seconded by Mr. Arkin. A voice vote resulted in motion carried.

Submitted by  
Gail Kalmerton  
Clerk of the Board of Education