

OAK PARK AND RIVER FOREST HIGH SCHOOL

Finance Committee Meeting Agenda

**January 13, 2009
Board Room
7:30 a.m.**

- | | |
|--|------------------------|
| 1. Minutes | |
| 2. FY 2008 Audit Report | Tim Cole |
| 3. Construction Update | Jack Lanenga |
| 4. Post Prom Contract with ESPN Zone | Cindy Milojevic |
| 5. Food Service Commodity Bids | Mike Piekarski |
| 6. Fall Athletic Uniform Bids | Tim Keeley |
| 7. Personnel Report | Jason Edgecombe |
| 8. Authority to Commence an Amended Budget FY 09 | Cheryl Witham |
| 9. Authority to Commence a Tentative Budget FY 10 | Cheryl Witham |
| 10. Board Financial Resolution | Ralph Lee |
| 11. Board of Education set aside 2010 Budget | Information |
| 12. Monthly Financial Report | Information |
| 13. Treasurer's Report | Information |

Finance Committee Members

Chair: John Rigas

Board of Education

DLT

Jim Hunter – FSEC Chair

FINANCE COMMITTEE
BOARD REPORTS

July, 2008	August, 2008	September, 2008	October, 2008
	08 - 09 Tentative Budget	08 - 09 Budget	2007 Audit Report
	Time Keeping Software		Levy Timeline
			Discussion of Budget Cycle
			Insurance Renewals
November, 2008	December, 2008	January, 2009	February, 2009
Preliminary 2008 Levy	2008 Levy	Food Service Rollover Bids	Student Fees 09 - 10
Books & Fees Report	Budget Timeline	Authority to Commence Amend. Budget 08/09	RFQ Audit Services
Summer School Report	5 Year Plan Projections	Authority to Commence 09/10 Budget Prep	Bids for Bus Services
Landscaping Bid		FY 2008 Audit Report	TIF JT review Board Reports
		Fall Athletic Uniform Bid	Copy Machine Leases
		Personnel Report	
		BOE set aside in 2010 Budget	
March, 2009	April, 2009	May, 2009	June, 2009
Staffing Summary update by division FTE	Authorization to Commence 2009 Audit	Prevailing wage	FY 09 Preliminary Budget
	FY 2009 Amended Budget	Resolution to transfer funds	Property & Liability Ins Renewal
	Staffing and Stipends 09 - 10 budget	PTAB Resolution	Workers Comp Renewal
	Sub Teacher - Sub clerical pay 09 - 10	Contracts for FY 09 - 10	
	Food Service lunch prices 09 - 10	- Family Services	
	Towel Service Bid	- OT Contracts	
	Audit Services Bid	- Triton Contract	
	Contracted Security Services Bid	Busing Service Contract	
		Xerographic Paper Bid	
		Office Supplies Bid	
Every Meeting:	July, 2009		
Minutes	Tentative Budget		
Construction Update			
Financial Reports			
Treasurer's Report			

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

FINANCE COMMITTEE MEETING

Tuesday, December 9, 2008

A Finance Committee meeting was held on Tuesday, December 9, 2008. 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 (departed at 8:30 a.m.), Jacques A. Conway, Valerie J. Fisher, Dr. Ralph H. Lee, Sharon Patchak-Layman, and John P. Rigas. Also present were Dr. Attila J. Weninger, Superintendent; 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, Supervisor of Finance; Tim Keeley, Purchasing Coordinator; Robert Zummallen, Kathy Pulksa-Brown and Steve Pugh of Pugh, Jones, Johnson & Quandt, and James Paul Hunter, OPRFHS Faculty Senate Executive Committee Chair.

Acceptance of the Finance Committee Minutes of November 12, 2008

The minutes of the November 12, 2008 Finance Committee meeting were accepted with the following modification.

Page 2, Para 3, line 2: after the word “points” add “outlined in memo as referenced from Mr. Keeley in his March 11, 2008 memorandum.”

Construction Update

Mr. Lanenga reported that the District planned to repair a galvanized 4-inch, 200-foot water pipe over the winter break at an estimated cost of \$35,000. The Buildings and Grounds’ emergency contingency fund will pay for the cost of these repairs.

Executive Bid for Landscape Management

It was the consensus of the Finance Committee members to recommend to the Board of Education that it award the Executive Bid for Landscape Management to Ellington Landscape at its regular December Board of Education meeting.

At the November Finance Committee meeting, Ms. Witham had recommended that McAdams Landscaping be awarded the landscape contract. Since that time, Christy Webber Landscapes lodged an official protest of the bid tabulation, claiming that the other bids did not meet the bid specifications and questioned the means by which the contract pricing was indicated on the other bidders’ submission forms. All bid documents and the protest letter were presented to the District’s legal counsel for review and rendering of a legal opinion. Legal counsel’s opinion was “Ellington and Webber clearly submitted a bid for two seasons. Beary clearly submitted a bid for only one season. There is nothing in the McAdam documents indicating that it intended to submit a two-year bid. And McAdams substituted its own contract form, which is not consistent

with the bid specs.” Thus, legal counsel suggested that OPRFHS reject Beary Landscape and McAdam Landscape bid submissions and that the District move forward with the remaining qualified bidders.

Discussion ensued and Mr. Keeley responded to Committee member questions. Ms. Patchak-Layman expressed her concern that if all of the criteria had been listed in the same format that was proposed in March, the bids would have been correct in November. She was concerned that this had happened in the past, with no challenges to redo the bid. Mr. Keeley responded that it had been more of an interpretation of bid law; one is able to correct clerical errors if that is the interpretation, which was his assumption. Ellington Landscape had submitted a bid for a one-year price/per season and then McAdams submitted in a one-year contract and negated the specifications of the bid. He agreed that using matrix was a good idea; his interpretation of the conversation in March was that the information provided by Mr. Allen was for an RFP with a scoring system set up in advance. Bids generally go to the lowest bidder and there is very little room for discussion.

When asked if references were checked on for other bid packages, Mr. Keeley responded that it was common practice to check low-bidder references. Ms. Patchak-Layman asked if there were criteria in place that involved the quality of work and if the references matched. She questioned the quality of the work regarding the plantings in the front of the school and the planter boxes. She learned that the school does not contract that work. The landscape contract is for grass, fertilizing, and cleanup only. Points are not given for references. In the future, Mr. Keeley will provide the Committee with a matrix.

Legal Firm

Dr. Weninger welcomed Steve Pugh and Kathy Pulksa-Brown of Pugh, Jones, and Johnson (PJJ), a minority-owned and operated-law firm since 1991 with 25 lawyers and expertise in litigation, real estate, government contracts, etc. Its clients included AON, Pepsi, the City of Chicago, University of Illinois Chicago, and City Colleges.

Mr. Pugh was appreciative of the opportunity to be able to make a presentation to OPRFHS, noting that his grandchildren attend Oak Park schools. He then introduced Kathy Pulksa-Brown, an associate of the firm. Ms. Pugh distributed brochures about the law firm. Her credentials included being a 1982 Harvard Law School graduate and working in the areas of general litigation, construction, insurance coverage, electric regulation, telecommunication laws, and employment matters.

When asked what areas the firm felt it could benefit OPRFHS, Ms. Brown stated that it would be policy, construction, general litigation, real estate, government contracts, and employment. Mr. Pugh noted that Dr. Weninger had already negotiated the best fees for his clients.

Ms. Patchak-Layman had wanted OPRFHS to use the process of going out for an RFP and/or an RFQ for legal services; she was disappointed that this was not being made a

public procurement process. While she knew that PJJ's credentials were fine, she wondered what other firms might offer. When bidding at the state level, all bidders have good qualities and the entity is comfortable entering the process. She asked Mr. Pugh and Ms. Pulksa-Brown for their comments on pursuing a competitive bid and whether they could say that their firm would provide the best service for the District. Mr. Pugh responded that OPRFHS has primarily used one legal firm for a long time and there was comfort in that. With professional services, it is a matter of being comfortable with the lawyers and knowing their expertise and experience. There is no legal requirement to go out for an RFP or an RFQ. The question is how does one get the best product in the most efficient way? Pugh, Jones, and Johnson likes that process and as its relationship with OPRFHS goes forward, the Board of Education can continue that process. While there are many ways to pick a counsel, the state's process takes six months and extensive information is provided, including a pre-selection form that would qualify a firm. The relationship between OPRFHS and PJJ would be an ongoing and the CEO would monitor the economics and the quality of the work. The worst thing one can do when procuring legal services is to go for the lowest price.

Dr. Lee expressed his enthusiasm for entering into this new relationship with this firm.

Mr. Conway received a commitment from them to participate gratis in OPRFHS's African-American Career Day. Mr. Pugh stated that members of PJJ already serve as the principals for a day, etc., at Chicago Public Schools (CPS). Ms. Pasulka Brown has also participated at CPS with the Black Star Committee and she has volunteered to be part of OPRFHS's African-American Leadership Roundtable.

Mr. Pugh continued that his firm provides an independent, quality, neutral, objective opinion on legal matters and is not persuaded by the outcome of its analysis, the members of the Board of Education, and/or the leadership. While the firm does not lobby in Springfield, a couple of the lawyers have secured lobbyist certification in the City of Chicago. PJJ is a member of Alliance of Business, an organization that requires a fifty percent African-American ownership in a business and a certain threshold of annual business; it is through that mechanism that PJJ does lobbying.

Preliminary 2008 Levy

It was the consensus of the majority of the Finance Committee members to recommend to the Board of Education that it adopt the Preliminary Levy as presented at its regular December Board of Education meeting.

Ms. Patchak-Layman went on record that she opposed the Levy. She suggested 1) not increasing the amount of the Levy by CPI and 2) not recognizing the TIF dollars so that there is some savings to the taxpayers. She clarified that if the District did not levy the capture of the TIF EAV then when the carve-out TIF properties come back on the tax rolls, they would be put in general property and share a percentage of the tax burden for the high school, as opposed to having a separate entity and collecting at a different rate. This would effectively reduce the tax burden. Dr. Lee questioned whether Ms. Patchak-Layman would continue to not want to increase the tax levy for next year if it meant

going for a referendum three or four years earlier. Ms. Patchak-Layman replied affirmatively, as one must place this in the context as to where OPRFHS is locally and nationally, to project out to 2018 is a big unknown. If OPRFHS lost \$10 to \$20 million in tax receipts, the District would look at the revenue and the expenses and determine how to provide excellent education to all students with what it has. Dr. Millard reiterated that was the Board of Education's fiduciary responsibility. Ms. Patchak-Layman continued that OPRFHS has enough money in its funds; it is one thing to levy to have money in the savings account, it is another to levy for a future savings account. This discussion continued in the next agenda item.

For the 2008 Levy, the CPI used is 4.1% and EAV for new property is estimated at \$20,000,000 plus \$21, 339,170 in TIF carve-outs. The Village of Oak Park has not given notice concerning the carve-outs due from the 2007 levy or for the carve-out due for the 2008 levy. This levy includes an assumption that the Village of Oak Park will carve-out the full value. The estimate of the 2008 aggregate tax Levy is 105.6 percent of the Actual 2007 Levy.

The total actual 2007 Levy was \$58,464,808 and the Preliminary 2008 Levy is \$61,752,377.

The timeline is as follows:

November 12 Finance Meeting	Present Preliminary Levy
November 20 Board of Education Meeting	Adopt Preliminary Levy
November 20	Preliminary Levy on Display
December 18	Notice of Truth in Taxation Public Hearing in local newspaper
December 18 Board of Education Meeting	Truth in Taxation Public Hearing
December 18 Board of Education Meeting	Final Adoption of Levy
December 19	Board of Education Resolution filed at Cook County Clerk's Office

Five-Year Financial Projections

Ms. Witham provided the Finance Committee members with a copy of the Five-year Financial Projections. It contained a background and overview, a description of the District's revenue sources and its expenditures, and historical and future projections for 1) student enrollment, 2) contract salary increases and length of contract, and 3) FTE. An in-depth discussion by fund and an aggregate view-projection analysis was provided for informational purposes only. Discussion ensued.

Mr. Rigas complimented Ms. Witham on this outstanding document, as it contained a tremendous amount of information. He personally felt it was unlikely that OPRFHS would have a \$10 million shortfall in the future. He also felt that the reductions made in health care costs, etc. might make it possible for the high school to go out beyond 2018 before it had to go for another referendum, if OPRFHS would continue to evaluate the budget yearly using the zero-based budgeting concept. Ms. Witham could be instructed

to do different modeling and if changes were suggested to the Levy, that could drive that model. Supposedly, OPRFHS now has a better predictably of enrollment statistics; the Board of Education could undertake a discussion in Policy on higher-class size, etc. Many cost savings areas have been reviewed. In the past five- to seven-years, the non-people savings have been considerable and are continually reviewed. One has to discuss the efficiencies in all areas of the building and he thought that 2018 would be the nearest year the high school would have to go out for a referendum, but it could be much longer than that.

Dr. Lee read for the committee the following proposal.

“When I look at local and national events over the past three months, which reflect the current and apparent future of our economic circumstances over the next several years (and perhaps even longer), I am convinced that there is an urgent need for OPRFHS District 200 to make a substantial change in the direction in which it is headed over the next ten years. That direction, as I currently have come to understand it, is one which accepts the inevitability of cost increases, and therefore spending increases, that are greater than the rate of inflation. I believe that we have accepted the axiom that we will necessarily have to go to the taxpayers periodically to ask for yet another tax increase.

“As I understand it, our current plan is to make annual tax increases at the rate of the change in the Consumer Price Index, and that we expect to go the taxpayers again in the year 2018 to ask for the next increase in the tax rate. I believe that such a plan is feasible only if we are able to continually increase the average income level of the residents of Oak Park and River Forest substantially. I believe that such a plan can be continued in only one way: that way is to force lower income families to leave in order to make room for families that can afford, and are willing to pay, higher property tax rates.

“I find such a possibility unacceptable, and it is my intention to offer a resolution to the school board to change that direction in very specific ways, to be voted up or down in the regular board meeting in January of 2009. The specific wording of that resolution will be written after consulting extensively with the superintendent and his staff, with each of my fellow board members (one at a time in private meetings, as well as in open public meetings), and possibly with other stakeholders in our community. A specific goal of this resolution will be to shift our direction of financial planning to the end that we will be able to live within the means of our current tax burden, without the necessity for periodically increasing it. Another specific goal will be to signal our resolve to exercise greater control over our spending levels, and to face the inevitable problems that will come with actually doing such a thing.

“We have occasionally summarized our current financial plan by saying: “We will not have to ask the taxpayers for a tax increase until the year 2018.” It is my hope that we will be able to say, “We will not have to ask the taxpayers for a tax increase at all in the foreseeable future.”

“Over the next month, it is my intention to (1) confirm, deepen, and if necessary, make corrections to my understanding of our financial planning, and (2) use all of the help that I can get to formulate a clear statement that can guide us in establishing a new, sustainable direction.”

Mr. Rigas was not troubled by Dr. Lee’s proposal and added that if the Board of Education thought the Levy could be cut next year, the process must start immediately. The Board of Education may have to commence a subcommittee of the Board of Education, including community members; it would be a tremendous balancing act. Mr. Rigas continued that it becomes difficult when funding increases can only come from real estate taxes. It would be a difficult discussion if the Consumer Price Index went to 2% and one could not go for a referendum. Dr. Lee suggested that the CPI could also go negative and asked what rules would then apply. Ms. Witham stated that the law does not address that situation. Ms. Witham does not know that if it went lower, taxes would be lowered. Not receiving any money would be an extreme and difficult situation. For this reason, Dr. Lee was not opposed to the current Levy. The difference from his position and that of Ms. Patchak-Layman’s position to give money back was that he feels the District should hold on to what it has but not ask for any more, which means controlling expenses and salaries. In 2014, OPRFHS still has a slight surplus. After that time, it would be in deficit spending. After 2018, OPRFHS would be in large deficit spending. Ms. Witham recommended that the Board of Education not embark on this discussion unless it was willing to take the necessary steps. If OPRFHS limited its revenue to no increase or limited the scenario, it would mean increasing class size, ending programs, etc. She reiterated that the Board of Education should fully understand the consequences. Dr. Lee believed he understood the consequences. He wanted to reject the proposition that spending will necessarily always increase at a rate greater than the CPI. That is the assumption the Board of Education has been operating on forever and eventually the District will have to ask the taxpayers ask for a tax increase. Dr. Lee asked the Board of Education members for their cooperation in wording a resolution and then voting in favor of that resolution that the high school would change its premise to always ask for tax increases. Mr. Rigas noted that the Board of Education would need to make an educated decision on the Levy. Dr. Lee wanted to make it clear to the taxpayers at the January meeting what the Board of Education’s intentions are and what the basic assumptions are.

Ms. Patchak-Layman stated that the five-year projections are made on the present model in terms of the number of staff, curricular activities, increases in salaries, etc. Ms. Witham responded that staffing increases or decreases depend on enrollment, assuming the same class size. Ms. Patchak-Layman stated this was a historical model and not based on another service delivery model that might change or decrease the number of staff. Mr. Rigas stated that the Board of Education would have to give direction in that regard. Ms. Witham’s job is to use the present model. Ms. Witham asked if she was expecting a long-term plan with decreasing programs. Ms. Patchak-Layman responded that there were models that are able to deliver to excellent programming at a lesser cost; the current model causes deficit spending in 2014 and it is this model that the District supports by collecting an additional \$10 million, etc. She also felt there was an

ethical/moral element in collecting monies from community members where those monies are not being able to be spent on the needs of the students currently in the school. Ms. Witham felt there was an ethical/moral issue with the funding model in the State of Illinois based on property taxes thereby paying the school only two times per year and PTELL based on the CPI which is not reflective of what the school spends its money on, which is salaries. Schools in Illinois need more money in the bank because they only receive their payments two times per year. Ms. Patchak-Layman was asked to bring alternative instructional models to which she was referring to the Instruction Committee so that they could be discussed and considered in a concrete way.

Ms. Fisher asked Dr. Lee for clarification as to whether his resolution to pledge a limit on the revenue meant impacting contract negotiations. Dr. Lee responded that it would mean having a major effect on the negotiation of employment contracts and acknowledged that it would be difficult.

Ms. Patchak-Layman questioned some of the numbers in the projections. She was interested in the difference between the Education Fund and the Operations and Maintenance fund in terms of the dental and health insurance increases; they are not the same. Ms. Witham responded that the Education Fund in the model included the number of retirees moving on and off the plan and in the Operations and Maintenance Fund there were not as many. There are less retirements and people on the plan for the Operations & Maintenance Fund.

Dr. Lee stated that everyone was aware of his commitment to closing the achievement gap but he also believed that the Board of Education might have to make closing the achievement gap its second priority, as the Board of Education may have to make major changes. Mr. Allen noted that he was resistant to making any changes to the Board of Education's focus on the achievement gap. Mr. Rigas stated that when priorities are set, the Board of Education will have to vote on its path and that might involve a larger community discussion. Dr. Lee stated that the Board of Education may have to spend less talking about the achievement gap in some meetings in order spend more time talking about how to reduce expenditures.

Dr. Millard stated that as the Board of Education talks about a resolution and a potential debate at the Instruction Committee, the word "balance" is important. What is the balance of the citizens and the taxes they pay and how that balances with the educational benefits to the students. The high school has saved tax dollars now so that the educational quality of the schools can be maintained, which has helped to hold up property values versus other suburbs. Ms. Fisher agreed that this was an area where the word balance was most important and stated that equal time must be spent by both the Finance and Instruction Committees discussing this issue. Maintaining a good educational system is important to attract new people to the communities. Mr. Rigas concurred. She understood Dr. Lee's concern about not wanting to "tax out" different people from the community but at the same time maintaining a good education is about attracting new people. Mr. Rigas stated that the Board of Education knows its revenue and its expenditures and it has to determine how it wants to spend the money. Ms.

Patchak-Layman added that the expenditures projected for next year were the same as what was collected last year without any federal or state dollars included.

Ms. Patchak-Layman suggested that the Board of Education could have a policy that OPRFHS should have six to eight months surplus in its savings account. Mr. Rigas stated that this would not work in the present model, as OPRFHS would need to have a referendum every year and spend only at CPI. Ms. Patchak-Layman clarified that the District now has enough in its savings account.

Ms. Fisher reiterated discussing this in Instruction, as Ms. Witham does not set policy for educating students. She looks for savings in various areas and she has saved millions of dollars. She suggested adding the agenda item of Instructional Methodologies, Programs, and Alternatives to Permit Quality Education While Saving Money. Dr. Millard, Dr. Lee, Ms. Witham, and Mr. Prale will meet to discuss what tools would be necessary to enable the Board of Education to set appropriate priorities. Dr. Lee stated that one must have the tools and know what the options are available before making an intelligent decision. His thought was to develop the tools that are necessary to stay within its resources.

Dr. Weninger recapped his interpretation of the discussion that the Board of Education would continue discussions about the short and long term financial and instructional services of the District in order to maintain quality and efficiency in both so that the District remains healthy both financially and instructionally. Ms. Patchak-Layman asked if there were a place where the District would abate taxes, i.e., reduce the amount being collected, because it already has those dollars. Ms. Witham stated that the District could abate the bond and interest, a one-time abatement of \$1 to 2 million, and pay that out of the savings account. Abatement of the bond and interest would not affect the Levy. A district cannot abate its general fund. A one-time abatement would save the taxpayer approximately \$27 to \$30 dollars once.

Mr. Hunter recognized the bad situation in Illinois. The Villages of Oak Park and River Forest have no industrial base and every time there is recession and an economic downturn, discussion ensues about how to save money in the schools. However, when the economy is going well, no discussions occur about increasing programs for students, etc. To talk about sacrifice at this time, does not recognize the cyclical nature. Having read the five-year plan, he stated that the focus should be on the job that Ms. Witham, Dr. Weninger, and the rest of the administrative staff have done to bring costs under guidelines established by this Board of Education and where every aspect of spending is examined repeatedly. He felt a discussion at the Instruction Committee would be a naïve exercise. One decreases services by cutting class size. He stated that Ms. Patchak-Layman's ideas are expensive and invited her to talk with him about those ideas that she feels might be less expensive. Referendums are not easy and they take a great deal of work. The fact that the Board of Education made a decision to support a referendum in the future for the purposes of keeping the high school strong and to provide an accountability to the community and then to throw it away did not make sense. Some taxing bodies in these communities have done a terrible job of managing their finances and he asked why the high school had to bail them out. Dr. Weninger, Ms. Witham, and

the rest of the team deserve credit for what they did on this five-year plan. He felt that the big picture was not being grasped.

Discussion of Budget Cycle

Ms. Witham presented the Finance Committee members with a revised Budget Cycle Timeline based on their request at its November meeting.

Ms. Patchak-Layman asked 1) where in the timeline could the Board of Education discuss making changes to the budget in the 2010-11 school year; and 2) where could the Board of Education's conversation occur about impacting the current school year. Ms. Patchak-Layman wanted flexibility in order to make adjustments, e.g., add services, etc. for current students. A conversation about adding a contingency fund would need to occur in January and at the same time a decision would have to be made as to what would be omitted.

Ms. Patchak-Layman was informed that the high school begins the discussion on the budget for the 2009-10 school year when it begins to discuss the course proposals in October and then again with the five-year plan. Dr. Weninger stated that students make their selection of course registrations beginning in the January/February timeframe and staffing occurs after that. To look at the number of dropouts, their profile, and what the school could do to help them would be time consuming and would not necessarily fall into the calendar schedule to have something in place in the 2009-10 school year. However, something might be able to be set up midstream if the Board of Education approved a contingency fund. Ms. Patchak-Layman stated that programs should be based on the needs of the students here; that was the reason for her request for flexibility. It was noted that the school does extensive work with IEPs, etc., to provide the best services for the students.

Ms. Witham agreed to add the topic of a Board of Education Contingency Fund to the Finance Committee Agenda.

Ms. Fisher stated that this reverts to "balance." It is a contradiction to talk about setting aside more money for contingencies and cutting the Levy. Ms. Witham noted that the discussion would be about the dollar amount for the contingency fund and what would be cut to offset that amount or whether the Board of Education would approve going above the Five-Year Plan.

Ms. Patchak-Layman wanted to see what dollars would be left from the phase-in funds, after paying for the mandated programs. Dr. Weninger offered to bring that information to the Instruction Committee meeting. Ms. Fisher reflected that the Board of Education made the decision to use the phase-in money to fund the mandated requirements.

Financial Reports

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the July, August, September and 2008 Financial Reports at its regular December 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 September and October 2008 Treasurer's Reports at its regular December Board of Education meeting under the Consent Agenda. It is a requirement that the Board of Education accepts and approves the monthly Treasurer's reports.

Adjournment

The Finance Committee adjourned at 9:30 a.m.

Oak Park and River Forest High School
District 200

201 North Scoville Avenue • Oak Park, IL 60302-2296

TO: Board of Education

FROM: Cheryl L. Witham, CFO

DATE: January 13, 2009

RE: Fiscal Year 2008 Audit Report

BACKGROUND

Mr. Timothy Cole from Virchow Krause will present the Comprehensive Annual Financial Report and provide an audit report and findings to the Board of Education.

SUMMARY OF FINDINGS

Once again, the District experienced very excellent results compared to budget and the audit results were positive. The FY 2008 budget was delayed due to the Township Treasurer issues. Future audits will be reported earlier in the year.

The auditors noted two items that they deem to be significant control deficiencies and one item that they deem to be a control deficiency.

1. General information technology controls. The CFO has the ability to access the entire Skyward financial system.

Response: The software security design does permit access to the entire system for the individual that also assigns security. It is the administration's belief that this access is more appropriately assigned to the CFO rather than a data processing staff member.

2. Segregation of Duties—AP cycle. The Purchasing Coordinator has access to the AP system.

Response: Due to the size of the staff it is necessary for the Purchasing Coordinator to process checks in the absence of the Accounts Payable clerk. The Supervisor of Finance and the CFO both review the check processing. Adding additional staff to strengthen the internal controls is cost prohibitive.

3. Segregation of Duties—cash receipts cycle. The Bookstore Manager has access to cash receipts and prepares the deposit.

Response: Due to the size of the staff in the bookstore, it is necessary for the bookstore manager to occasionally run the cash register during very busy times or when staff is absent. Adding additional staff in order to strengthen the internal controls is cost prohibitive.

RECOMMENDATIONS

The Board of Education accept the audit report and financial statements at the January Board of Education Meeting.

***Oak Park and River Forest High School
District 200***

201 North Scoville Avenue • Oak Park, IL 60302-2296

TO: Board of Education

FROM: Jack Lanenga

DATE: January 8, 2009

RE: Winter Break 2008 Construction Projects

BACKGROUND

We had three projects going at Winter Break this year. The C-2 air handler, located under the Little Theatre, the steam to hot water exchanger (hot water heater), and the replacement of 600 feet of water line all took place at Winter Break.

SUMMARY OF FINDINGS

C-2 Air Handler

This unit controls air flow in east side rooms 200-205. It was completely rebuilt in place under the Little Theatre. We now have full digital control of that unit and it was functional when school started on January 5, 2009. We are working through two issues – the lack of a humidifier and the substitution of a motor that uses more energy than the one specified. Both will be taken care of.

Hot Water Heater

The steam to hot water heater located under the East Pool created an adventure. Removal of the old unit was done in pieces, which was not possible for the new unit. Although there was not an official pool, there was some serious doubt about the unit getting down to the designate location. After full or partial removal of a ceiling, a wall, two tanks and a pump, the unit was placed. Hot water was available on the first day of school. Remaining issues are the insulation, a check valve, and an electrical control fault. All will be accomplished in the next few days.

Pipe Replacement

The replacement of the galvanized pipe with copper went smoothly. The pipe definitely needed replacement! The company, MG Mechanical, did a great deal of extra work, and the result is an excellent job! The only remaining part of the project is the wrapping of the pipe with insulation, which is going on as of this writing.

Oak Park and River Forest High School - District 200
201 North Scoville Avenue • Oak Park, IL 60302-2296

TO: Board of Education
FROM: Cindy Milojevic and Neal Weisman, Prom/Post Prom Sponsor
DATE: January 13, 2009
RE: Post Prom Contract with ESPN Zone, Chicago

BACKGROUND

For many years, parents in the community have asked for a Post Prom event that would allow students to continue their Prom celebrations in a safe, supervised and fun setting.

The goal for Post Prom is threefold:

- 1.) To provide a safe place for students to gather and celebrate after Prom;
- 2.) To provide something that is affordable for ALL students;
- 3.) To provide an offering that is FUN and appealing to students.

SUMMARY OF FINDINGS

Last year, we hosted our first Post Prom at ESPN Zone, downtown Chicago. Approximately 210 students participated. It was so successful that we booked ESPN Zone for this year's Post Prom.

Attached is a Post Prom Fact sheet that explains the cost, location, and particulars about last year's inaugural Post Prom. Details for the 2009 Post Prom are currently in the planning stages, but will echo last year's success.

RECOMMENDATIONS

The 2009 ESPN Zone contract will be presented for approval at the January 22nd Board of Education meeting.

POST PROM 2008

Only students attending Prom may attend Post Prom

WHERE: ESPN ZONE
43 East Ohio
Chicago, IL 60611
(312) 644-3776

WHEN: May 17, 2008
11:30 p.m. – 4:00 a.m.

POST PROM THEME: ***“Party On”***

PRICE: **\$15 when you purchase your Prom ticket – A bargain!**

- Students must purchase a Prom ticket in order to go to Post Prom
- Tickets include 2 floors of fun ~ unlimited arcade games and rides, food, dancing in the lounge with DJ ‘Wojo,’ VIP rooms and awesome prize give-a-ways (see below), and all luxury bus transportation. (see below)

TICKET SALES:

- Tickets for the Prom/Post Prom package will be sold April 21-May 2, 2008 (before and after school) in the Box Office. Payable by check, cash or on-line @ www.oprfhs.org/dance.
- All checks must have a driver’s license number, address and phone number in order to be accepted.
- If paying on-line, you still must turn in your Prom Attendance Form and pick up your tickets at the Box Office.

RED CARPET PAPARAZZI: We will provide the red carpet: you bring the glamour! Invite your family and friends to be the paparazzi seeing you off to Prom from the Student Center from 6:00 - 6:30 p.m. as you board the luxury bus to the Hyatt.

TRANSPORTATION:

- *Optional* - A luxury bus from OPRF to Prom at the Hyatt will be provided. Sign up when you purchase your Prom ticket.
- 11:30 p.m. Board a luxury bus from the Hyatt to ESPN Zone
2:30 a.m. – **EARLY BUS** departs ESPN and arrives at OPRF at 3:00 a.m.
3:30 a.m. – **LATER BUS** departs ESPN and arrives at OPRF at 4:00 a.m.
- Students will be able to park their car in the OPRFHS Parking garage.

ATTIRE: Casual: A duffle bag will be given to each student who purchases a Post Prom ticket. Students will be able to change and check their suits/dress and other possessions in ESPN’s coat check.

PRIZE GIVE-A-WAYS:

2 tickets to see Kanye West, Rihanna, NERD & Lupe Fiasco

XBOX 360

1 iPOD Shuffle

2 Cell Phones

Digital Camera

2 Summer memberships to Tennis & Fitness Centre

Many spa packages and much more!



43 E. Ohio Street, Chicago, IL 60611 (312) 644-3776

Client: Oak Park River Forest High School		Event Date: Saturday, May 16, 2009	
Event Time: 11:30 pm – 2:30 am	Group/Event: Oak Park River Forest High School	# of Guests: 200	Area/Room: Full Facility
Contact: Cindy Milojevic	On Site Contact: Cindy Milojevic		
Phone: 708) 383-0700	Method of Payment: CC		
Fax:	Deposit Received: \$0.00		
Address: 201 N Scoville Ave Oak Park, IL 60302	Sales Contact: Mary Shanly Sweeney		
	Event Status: Tentative Hold		

FOOD PACKAGE

Assorted bakery treats of lemon bars, blondies, brownies, and M & M, chocolate chip and peanut butter cookies
Unlimited assorted sodas
Potato chips with sour cream onion dip
Cheese and Pepperoni Pizza

A LA CARTE FOOD:

BEVERAGES:

AUDIO VISUAL:

(1) Wireless Microphone @ \$50.00

MERCHANDISE:

GAMECARDS:

(259) 3 Hr Time Play Game Cards @ \$0.00

STAFFING:

RENTAL EQUIPMENT:

ROOM SET UP: Existing

SPECIAL NOTES / additional event inclusions:

They will handle coat check we just need to give them racks and coat check tickets in Studio Grill (please see floor plan)
Please do not provide hangers they will bring their own because the students will take them home. But please give them coat check tickets.

DJ will be a Sports Center Desk and will be coming at 11:30pm to set up.

Please clear below Sports Center Desk area so Students can Dance.

Please have popcorn instead of nuts. Have popcorn in bowls on tables both upstairs and downstairs.

They will bring Slide show.

Please have an 8 foot for silent auction (see floor plans)

Will need a res table (see floor plan).

Cover beer taps with black cloth- All alcohol in the bar areas will be draped

-There will be a sign-in table at the front door

-A coat check will be set up

-The first floor will be set with tables and an area for dancing

Tax Exempt # is E9997-7370-05

To get them to their min they bough 10 2hour game cards and things from the store.

SHIPPING & RECEIVING:

In the event that you are having event materials sent in advance, ESPN Zone can accept boxes no sooner than 24 hours prior to your event date. Please have all items sent to the attention of Mary Shanly Sweeney, Sales Dept., and have them clearly marked with the event date & client contact name. We request that you notify your Sales contact in advance if you are having items shipped. Please note that ESPN Zone is not liable for any lost or stolen property.

TERMS & CONDITIONS:

Final guest count must be guaranteed at least three (3) business days prior to the event. Saturday, Sunday & Monday event guarantees are due by Wednesday at 12:00 p.m. If a guarantee is not given, the final bill will be based on the guest count at the time of booking or the number of guests in attendance, whichever is larger. Please note, the final guarantee cannot be less than 80% of the original expected attendance and ESPN Zone will not be prepared to serve more than 5% over the guaranteed amount of guests. Client is responsible for any and all additional charges incurred day of Event to be paid in full at the conclusion of the Event.

This Event Order is subject to all Event Agreement Terms & Conditions.

11.50% sales tax is applied to all food & beverage items and 10.25% sales tax is applied to all retail merchandise items.

CONTRACT MINIMUM REQUIRED: \$10,000.00

(Does not include Sales Tax, Service Charge or Gratuity)

PRICING INFORMATION:

Food Package:

\$9,968.91



43 E. Ohio Street, Chicago, IL 60611 (312) 644-3776

Client: Oak Park River Forest High School	Event Date: Saturday, May 16, 2009
Event Time: 11:30 pm – 2:30 am	Group/Event: Oak Park River Forest High School
	# of Guests: 200
	Area/Room: Full Facility

Audio Visual: \$50.00

Subtotal: \$10,018.91

Food & Bev Service Charge: \$398.76

Food & Bev Gratuity: \$ 1,495.34

TOTAL: \$11,913.01

Deposit Received: \$0.00

Balance Due: \$11,913.01

Accepted by:

Mary Shanly Sweeney, Associate Sales Manager	Date
Client: Oak Park River Forest High School	Date



ESPN Zone Chicago
43 E. Ohio Street
Chicago, IL 60611
Phone: (312) 644-3776
Fax: (312) 661-0399

CREDIT CARD AUTHORIZATION

Thank you for selecting ESPN Zone Chicago for your upcoming Event. In order for us to hold your reservation, a guarantee is required as stated in the enclosed Group Function Agreement. Please complete the following information and return to our Sales Department at the address or fax listed above.

Group / Event Name: Oak Park River Forest High School	
Contact: Cindy Milojevic	Phone: 708) 383-0700
Event Date: May 16, 2009	Event Time: 11:30 pm - 2:30 am
Number of Guests: 200	Estimated Total Revenue: \$11,913.01

This form shall constitute my written permission for the following:

- ESPN Zone will charge the Deposit Amount to the credit card below to confirm this Event in accordance with the Group Function Agreement.
- Unless otherwise settled, the final balance will be charged to the card below three (3) business days prior to the Event in accordance with the Group Function Agreement.
- The card below shall be used as a Guarantee of Payment for any additional charges outstanding and will be charged the day of the Event for all outstanding charges unless otherwise settled.
- The Deposit will be held in the event of cancellation in accordance with the Group Function Agreement.

Card Type: ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Credit Card Number: _____ Expiration Date: _____

Name as it appears on card: _____

Signature: _____



ESPN Zone Chicago
43 E. Ohio Street
Chicago, IL 60611
Phone: (312) 644-3776
Fax: (312) 661-0399

ESPN ZONE™ GROUP FUNCTION AGREEMENT

This Group Function Agreement ("**Agreement**") between Zone Enterprises of Illinois, LLC dba ESPN Zone ("**ESPN Zone**") and the Client named below is made subject to the Banquet Event Order and the rules and regulations of ESPN Zone and upon the following conditions:

Event/Group Name: Oak Park River Forest High School **Phone:** 708) 383-0700

Address: 201 N Scoville Ave
Oak Park, IL 60302

ESPN Zone Contact: Mary Shanly Sweeney **ESPN Zone Phone:** (312) 644-3776

Event Date: May 16, 2009 **Event Time:** 11:30 pm - 2:30 am

Event Location: Full Facility **Estimated Attendance:** 200

Estimated Total Revenue: \$11,913.01 **Minimum Revenue Required:** \$10,000.00

Confirmation of Reservation. Reservations for the event described above (the "**Event**") shall be confirmed only upon ESPN Zone's receipt of this signed Agreement and a deposit equal to fifty percent (50%) of the Estimated Total Revenue as set forth above (the "**Deposit**"). If the Deposit and signed Agreement are not received by the above due date, the booking for the Event is subject to release by ESPN Zone without further notice to Client.

Payment. Final payment equal to the Estimated Total Revenue as set forth above less the amount of the Deposit is due in full three (3) business days prior to the Event. ESPN Zone accepts cash, MasterCard, Visa, Discover Card and American Express. One bill for all charges will be given to Client.

Cancellation Policy. If the Event is cancelled more than thirty (30) days prior to the Event Date, fifty percent (50%) of the Deposit will be refunded to Client. If the Event is cancelled thirty (30) days or less prior to the Event Date, the full Deposit shall be forfeited by Client and retained by ESPN Zone. If the Event is cancelled within fourteen (14) days of the Event Date, full payment of the Estimated Total Revenue, less the amount of the Deposit, will be immediately due and payable by the Client. Should ESPN Zone be able to rebook the space in the Facility with comparable business, all monies, (less the Deposit) will be refunded to the Client.

Guest Count Guarantees. Final guest count (attendance number) must be guaranteed at least three (3) business days prior to the Event. Saturday, Sunday and Monday Event guarantees are due by Thursday at 4:00 PM local time of the Facility. If a final guest count guarantee is not given by the Client, the final bill will be based on the Estimated Attendance stated above or the total number of guests in attendance, whichever is larger. The final guaranteed attendance number may not be less than eighty percent (80%) of the Estimated Attendance stated above. ESPN Zone will not be prepared to serve more than five percent (5%) over the guaranteed attendance. Prices are subject to change up to ninety (90) days prior to the Event.

Event Attendance & Minimum Revenue. A minimum revenue amount may be required by ESPN Zone for exclusive use of function rooms or areas within the Facility, depending upon guest count and services provided. The Minimum Revenue Required shall be determined by ESPN Zone and is listed above. If Client's guest count should drop below the Estimated Attendance at the time of booking as stated above, or if the Minimum Revenue Required is not met, a room rental fee may be charged to meet the Minimum Revenue Required for Client's exclusive use of the Facility, a Facility function room or an exclusive area within the Facility.



ESPN Zone Chicago
43 E. Ohio Street
Chicago, IL 60611
Phone: (312) 644-3776
Fax: (312) 661-0399

Function Room Assignments. Oak Park River Forsets has exclusive access to this facility Event Locations within the Facility (i.e., function rooms and exclusive areas) are assigned by ESPN Zone based upon the final guest count guarantee. ESPN Zone reserves the right to reassign an Event Location, in ESPN Zone's sole discretion, based upon fluctuations in anticipated attendance. For non-exclusive sit-down functions, Client's party will be seated in the public dining rooms in the Facility. Every reasonable attempt will be made by ESPN Zone to honor Client's seating requests.

Reservations Grace Period. ESPN Zone provides a 15-minute grace period for sit-down Events in exclusive and non-exclusive areas of the Facility. If the Client's party arrives after the grace period, a late fee will be charged in order to hold the area past the contracted Event Time.

Event Time & Duration. The Event shall begin promptly, and the Facility function room or exclusive area shall be vacated by the Client, in each case in accordance with the contracted Event Time. Should ESPN Zone permit the Event Time to be extended, Client shall be responsible for all additional costs, including, without limitation, an hourly labor fee and additional open bar charges, as set forth in the Banquet Event Order. Exceeding the contracted Event Time is subject to the Facility's availability of space and ESPN Zone's sole discretion.

Set Up & Menu Needs. Set up requirements and specifications will be coordinated by the Client's Contact Person and the ESPN Zone Sales Department. All menu and set up arrangements must be confirmed as final by the Client at least two (2) weeks prior to the Event. ESPN Zone reserves the right to make reasonable menu substitutions if necessary.

Food & Beverage. All food and beverage items must be supplied through ESPN Zone. No food or beverage of any kind may be brought in by Client or Client's guests without the prior written approval of ESPN Zone, which approval may be granted or withheld in ESPN Zone's sole discretion. Additional fees may be charged. Food and beverage not consumed on premises may not be packaged for removal from the Facility.

Alcoholic Beverages. No alcohol will be served at ESPN Zone by ESPN Zone. All Beer taps will be covered and turned off during this event. If minors attending the Event are observed consuming alcoholic beverages on the Facility premises, ESPN Zone, in its sole and absolute discretion, shall have the right to immediately terminate the Event without any further obligation to the Client or any of the guests of the Event.

Americans With Disabilities Act ("ADA"). Each party will comply with the Federal Americans with Disabilities Act ("ADA") of 1990 as it applies to them.

Promotions, Use of ESPN Zone Name. All promotional and display materials relating to the Event that refer to or depict the Facility or any part thereof shall be subject to ESPN Zone's written approval prior to production and dissemination, which approval ESPN Zone may grant or withhold at its sole discretion. Client may not use nor display any names, symbols, logos, trade names or trademarks owned by (or identified with) any third-party in connection with the Event without the prior written approval of ESPN Zone, which approval ESPN Zone may grant or withhold at its sole discretion.

Conditions of Facility Use. Client agrees that their guests shall use and occupy the Facility in a safe, appropriate and careful manor and shall comply with (i) all applicable federal, state and local laws and (ii) all rules, regulations and policies established by ESPN Zone whether written, posted, otherwise communicated or implied. ESPN Zone reserves the right to restrict the use of cameras, video equipment or any other audio or video recording devices. Client will be responsible for any damage (other than normal wear and tear) to the Facility premises to the extent caused by Client, its officers, directors, employees, guests, agents and/or contractors. Client agrees to leave the Facility premises in a neat, orderly and good condition, free of debris or display refuse, no later than the scheduled conclusion for the Event, and will reimburse ESPN Zone, based on time and labor, for any extraordinary clean-up ESPN Zone may be required to perform as a result of the Event (i.e., above and beyond routine clean-up of function rooms in the ordinary course of ESPN Zone's business).

Insurance: Each party agrees to carry insurance adequate to protect its own activities under this Agreement against claims arising out of its performance of its obligations and services under this Agreement; provided, however, that Client agrees that ESPN Zone may be self-insured. Certificates of insurance (or copies of policies, if required by ESPN Zone) shall be furnished to ESPN Zone, and such policies shall include ESPN Zone, its parent and all affiliated and related companies as additional insureds.

Personal Property. Client assumes all risk and responsibility for any personal property and/or equipment brought into the Facility in connection with the Event that may be damaged, lost, stolen or left at the Facility after the Event, and hereby releases ESPN Zone from any such loss or damage.



ESPN Zone Chicago
43 E. Ohio Street
Chicago, IL 60611
Phone: (312) 644-3776
Fax: (312) 661-0399

Indemnity. Client agrees to indemnify, defend (upon the request of ESPN Zone and with counsel acceptable to ESPN Zone) and hold harmless ESPN Zone, its affiliates and subsidiary companies, and the officers, directors, agents and employees of each (each an "Indemnified Party"), from and against any and all claims, demands, suits, judgments, losses, liabilities, damages, and expenses of any nature whatsoever (including, without limitation, reasonable attorney's fees, costs of litigation, consultant's fees, fines, penalties, settlements and liens) arising directly and/or indirectly from the Event and/or Client's use of the Facility, except to the extent that the same results from the gross negligence or willful misconduct of an Indemnified Party. Client agrees to be responsible for any and all damages to and/or in the Facility and for injury to Facility staff and guests arising out of Client's use of the Facility.

Force Majeure. If either party's performance of any non-monetary obligation under this Agreement is delayed or prevented in whole or in part by any cause not reasonably and directly within its control (a "Force Majeure Occurrence") (including without limitation acts of God, war, civil disturbances, terrorist actions, damage to its facilities, labor disputes, acts of any governmental body, or failure or delay of third parties), such party shall be excused, discharged and released from performance to the extent such performance is so limited or prevented without liability of any kind (and if the Event cannot be held by reason of any such cause Client will not be liable to ESPN Zone for any cancellation fees). ESPN Zone shall have the right, but not the obligation, to reschedule or make such substitutions or modifications with respect to the Event in response to a Force Majeure Occurrence, subject to Client's reasonable approval.

Limit of Liability. Nothing in this Agreement shall be construed as requiring either party to accede to any demands of labor or labor unions, suppliers or other entities, which a party considers unreasonable. ESPN Zone's liability to Client hereunder, if any, shall not exceed the amount of the fees paid to it by Client for the Event.

Governing Law, Disputes. This Agreement shall be construed in accordance with the laws of the state where the Facility is located. Any dispute or claim arising out of or in connection with this Agreement shall be submitted exclusively to the courts of the district where the Facility is located, and Client submits to such courts' jurisdiction. Client expressly waives its right to a jury trial.

Event Suppliers. [THIS CLAUSE APPLIES ONLY WHEN CLIENT USES OUTSIDE 3RD PARTY VENDORS] All contractors and subcontractors Client wishes to hire for the purpose of providing entertainment or other services at the Facility must be submitted to ESPN Zone for its approval, which approval it may grant or withhold in its sole and absolute discretion, at least two (2) weeks prior to the Event. Before performing any services at the Facility, all approved contractors and subcontractors must provide to ESPN Zone, in ESPN Zone's sole and absolute discretion, proof of insurance which: (i) is satisfactory to ESPN Zone in its sole and absolute discretion; (ii) names ESPN Zone and ESPN Zone's affiliated companies as additional insureds; (iii) is primary and not secondary; and, (iv) includes a waiver of subrogation against additional insureds. Client agrees to be responsible for all acts and omissions of Client's contractors and subcontractors, and ESPN Zone will not be responsible for any arrangements made with outside contractors or subcontractors.

Entire Agreement, No Modification or Assignment. This Group Function Agreement and the Banquet Event Order constitute the entire agreement of ESPN Zone and Client with respect to the Event and supersedes any and all previous and contemporaneous agreements between them, written or oral, express or implied, with respect to the Event. No waiver or modification of this Agreement shall be valid unless in writing and signed by both parties. Client may not assign this Agreement. Captions are for convenience and have no legal effect. Except as expressly otherwise provided in this Agreement, Client represents and warrants that neither Client nor any of Client's directors, officers, agents or employees has utilized any meeting planner or finder or other third party or incurred any liability for any finders' fees or commissions or similar payments to any third party in connection with this Agreement.

Oak Park River Forest High School

ESPN Zone Chicago

Approved by: Cindy Milojevic

Approved by: Mary Shanly Sweeney
Associate Sales Manager

Oak Park and River Forest High School District 200

201 North Scoville Avenue • Oak Park, IL 60302-2296

TO: Board of Education

FROM: Micheline Piekarski

DATE: January 13, 2009

RE: NIIPC Commodity Foods and Selected Commercial Foods Contract RFP

BACKGROUND

On January 5, 2009, RFP's were solicited for the NIIPC Commodity Foods and Selected Commercial Foods contract. This contract incorporates all commodities sold to the NIIPC school districts. Specifications, annual usage and guidelines for the RFP were formulated by the NIIPC RFP team.

SUMMARY OF FINDINGS

RFP's were received from the following companies: Citrus System, Conagra Foods (Hunts), Red Gold, J&J Snack Foods Corp., Rich Products, Corp., Land O'Lakes, Inc., Integrated Food Service, United Commodity Group, Café Favorites, Cole's Quality Foods, Bosco's Pizza Company, Schwan's Food Service, McCain Foods, JTM, Jennie-O Turkey Store, J.M. Smucker Company, Pierre Foods, King's Command Foods, Basic American Foods, J.R. Simplot, Barrel O'Fun Snacks, Michael Foods, Cargill Kitchen Solutions (Sunny Fresh), Tyson Prepared Foods and Kings Delight.

After the RFP official opening, RFP's were received from Country Pure Juice and Lamb Weston, which were returned unopened. Schreiber's RFP was rejected because they did not agree to section 4.12 of the RFP document; the Hold Harmless Clause. Kraft Foods did not submit a complete proposal per the RFP specifications; therefore oil products will not be awarded at this time.

All remaining RFP's were reviewed by the NIIPC evaluation team and the established scoring system was applied to all qualified RFP's:

Section 1: Technical Score - Maximum possible score 220 points

The possible points for each of the following categories:

- 50 pts.** 1) Complete and accurate listing of items specified in IV. 4.9
- 45 pts.** 2) Easy access to online nutritional information.
- 45 pts.** 3) Easy access to online report of monthly commodity drawdown
- 40 pts.** 4) Accurate calculations and extensions of RFP prices
- 40 pts.** 5) Vendor reputation with regard to record of compliance with legal requirements

In review, all vendors were awarded full value for the technical score based on reference and background checks.

Oak Park and River Forest High School

District 200

201 North Scoville Avenue • Oak Park, IL 60302-2296

Section 2: Cost Score - Maximum possible score of 230 points

The Cost Score was computed by dividing the vendor's total cost of services into the lowest total cost of all bids, then multiplying by the maximum score for price.

A summary of the RFP Committee's findings has been provided below. Detailed pricing analyses were rather lengthy, but are available for review upon request.

RECOMMENDATIONS (OR FUTURE DIRECTIONS)

That the following be approved at the January 22, 2009 Regular Board of Education Meeting:

Per Section IV, 4.3 in the RFP, the NIIPC reserves the right to award or reject proposals on each item separately, as a group of similar items, or as a whole Vendor award whichever is in the best interest of the NIIPC.

Based on the responses received for the various products, the Committee elected to evaluate the following groups of items together, to be awarded as a group:

Product Group	Vendor	Product Group	Vendor
Juice	Citrus Systems	Turkey	Jennie O' Products
Tomato	Red Gold	Peanut Butter	J.M. Smuckers
Flour	J & J Snack	Non-Toasted Cheese	J.M. Smuckers
Grilled Cheese	Integrated	Instant Potatoes	J.R. Simplot
Cheese Sticks	Rich's	Frozen Potatoes	J.R. Simplot
Stuffed Bread Sticks	Bosco	Chips	Barrel O' Fun Snacks
Garlic Stuffed Bread	Cole's	Eggs	Michael Foods

To award the following products individually to the following vendors: **ITM** will be awarded: Reduced Fat Macaroni and Cheese, Pork Taco, Beef Meatballs, Beef Patties, Chili Mix, Spaghetti Sauce Mix, Beef Taco Mix, Salisbury Steak and Beef Steak. **Pierre** will be awarded: Beef Rib Patties, Beef Crumbles, Beef Nuggets, Pork Patty (3.0 oz), Pork Patty (2.4 oz.), Pork Sausage Link, Pork Sausage Patty and Pork Chop Shaped Patty. **King's Delight** will be awarded: Chicken Rings, Popcorn Chicken and Grilled Chicken Patties. **Tyson** will be awarded: Spicy Chicken Patty, Spicy Chicken Tender, Chicken Patty Flowered Shape, Plain Chicken Patty, Chicken Nuggets, Plain Chicken Tender, Chicken Finger, Chicken Sticks, Chicken Breast Strip and 8 cut Breaded Chicken. **Land O'Lakes** will be awarded: Shredded Mozzarella Cheese, String Cheese, Individual Cheddar Cheese, Sliced American Cheese, Shredded American Cheese, Individual Cheddar Cheese Sauce Cups, Individual Nacho Cheese Sauce Cups, Cheese Sauce in a Pouch, Nacho Cheese Sauce in a Pouch and Macaroni and Cheese.

Oak Park and River Forest High School

District 200

201 North Scoville Avenue • Oak Park, IL 60302-2296

TO: Board of Education

FROM: Tim Keeley

DATE: January 13, 2008

RE: Executive Bid Summary for Athletic Spring Uniform Bids

BACKGROUND

On December 16, 2008, bids were solicited for fall athletic uniforms. Items in this bid include Boys Soccer warm-ups, Girls Cross Country warm-ups, Girls Field Hockey jerseys and Girls Tennis shirts and skirts. Team uniforms are on a revolving 4-year replacement schedule that will allow for OPRFHS athletes to have high quality competition wear while amortizing the expense of new uniforms over a reasonable period of time.

In concert with the head coaches, the Athletic Director compiled a list of specifications for products to fulfill the needs of the fall sports listed above. Quality, functionality, and value of the products were all taken into consideration. Emphasis was placed on quality to ensure that the product purchased would meet the needs of the athletic program and be resilient enough to maintain functionality until the next replacement date.

SUMMARY OF FINDINGS

Responses to the solicitation were received from four vendors: Boathouse Sports, Riddell, Salkeld Sports and Sunburst Sportswear. As noted in the attached bid analysis matrix, Riddell chose to “no bid” this product solicitation and Boathouse Sports were deemed an unqualified bidder due to an incomplete bid submission. Salkeld Sports and Sunburst Sportswear both submitted complete bids and were the two qualified bidders. Sunburst Sportswear provided pricing for products that did not meet the specifications, as determined by a review of the product samples by the Athletic Director and Purchasing Coordinator. The Boys Soccer warm-ups specifications called for a mesh liner and a ventilated back gusset, neither feature found on the sample. The Girls Cross Country warm-ups specification called for a mesh liner, which the sample did not have.

RECOMMENDATIONS (OR FUTURE DIRECTIONS)

In reviewing the bids from the two qualified bidders, the following awards have been recommended:

- Purchase the Boys Soccer warm-ups through the District purchasing process per Board of Education Policy 3310, Section D. At least two quotations will be solicited by the Purchasing Coordinator. The vendor that provides the specified product at the lowest cost to the District will be issued a purchase order once it is approved by the Chief Financial Officer.
- Award the Girls Cross Country warm-ups, Girls Field Hockey Warm-ups and Girls Tennis shirts and skirts to Salkeld Sports. The District has worked with Salkeld on several sportswear items over the past five years and have found them to be an honest vendor that provides quality products at a fair price.

OAK PARK AND RIVER FOREST HIGH SCHOOL DISTRICT 200
FALL ATHLETIC UNIFORM BID - RESULTS ANALYSIS

<u>GENERAL REQUIREMENTS</u>					
SIGNED PRICE SHEET	<u>Boathouse</u>	<u>Riddell</u>	<u>Salkeld</u>	<u>Sunburst</u>	
REFERENCES PROVIDED	YES	NO BID	YES	YES	
REFERENCE RESULT	NO	NO BID	YES	YES	
NON-COLLUSION AFFIDAVIT	N/A	NO BID	OK	OK	
SEXUAL HARRASSMENT POLICY	YES	NO BID	YES	YES	
	NO	NO BID	YES	YES	
<u>PRICING</u>					
BOYS SOCCER WARM-UPS	<u>Boathouse</u>	<u>Riddell</u>	<u>Salkeld</u>	<u>Sunburst</u>	
(A)	NO BID	NO BID	NO BID	58.75/SET	(C)
GIRLS CROSS COUNTRY WARM-UPS	NO BID	NO BID	84.00/SET	53.75/SET	(C)
GIRLS FIELD HOCKEY WARM-UPS	NO BID	NO BID	50.00/SET	57.45/SET	
GIRLS TENNIS SHIRTS AND SKIRTS	NO BID	NO BID	70.00/SET	89.95/SET	

(A) Product will be sourced through alternate vendor through District purchasing process per Board Policy 3310, Section D.

(B) Boathouse bid documents were incomplete, therefore submission deemed "unqualified bid."

(C) Product presented did not meet bid specifications per review of samples.

Oak Park and River Forest High School
District 200

201 North Scoville Avenue • Oak Park, IL 60302-2296

TO: Finance Committee Members

FROM: Jason Edgecombe

DATE: January 13, 2009

RE: Second Semester FTE Request

BACKGROUND

In the spring of the 2007 – 2008 school year, the administration in conjunction with each Division Chair agrees upon a specific level of staffing for the next school year. It is not unusual, however, for staffing levels to be adjusted in August or January to better serve the needs of students. Such a need has developed in the Science Division.

SUMMARY OF FINDINGS

In the Science Division, student enrollments in the five sections of Physical Science 1&2 exceed desired levels. Desired enrollment levels are 15 students per section. First semester student enrollment ranges from 17 – 19 in each of the sections. Physical Science 1&2 is a course that typically enrolls some of the District's most academically needy students and is the course to which students dropping down from Biology seek enrollment. In addition, Physical Science 1&2 is most often the appropriate science placement for second semester students new to the District.

High enrollments mitigate against District student achievement efforts and hamper the District's ability to respond properly to the needs of students seeking second semester enrollment.

RECOMMENDATION

To approve an increase of .2 FTE in Science Division staffing for second semester of the current school year. Such approval would increase Science Division staffing to 23.8 FTE from 23.6 FTE.

***Oak Park and River Forest High School
District 200***

201 North Scoville Avenue • Oak Park, IL 60302-2296

TO: Board of Education

FROM: Cheryl L. Witham

DATE: January 13, 2009

RE: Resolution Authorizing the Preparation of an Amended Budget for FY 2008 - 2009

BACKGROUND

The original FY 08-09 budget was prepared in the Spring of 2008. Since that time new information has been received, emergencies have occurred and different decisions have been made regarding some spending.

SUMMARY OF FINDINGS

The District would like to prepare an Amended Budget for the Board of Education approval in April, 2009.

RECOMMENDATIONS (OR FUTURE DIRECTIONS)

The attached resolution will be presented to the Board of Education for approval at the January 22nd meeting.

**RESOLUTION REGARDING
THE PREPARATION OF AN AMENDED BUDGET
FOR FISCAL YEAR 2008 - 2009**

BE IT RESOLVED by the Board of Education of the Oak Park and River Forest High School, Consolidated High School District Number 200, Cook County, Illinois, that Cheryl L. Witham, Chief Financial Officer, is hereby appointed to prepare an amended budget for said School District for the fiscal year beginning July 1, 2008; and ending June 30, 2009, which amended budget shall be filed with the Secretary of this Board.

PASSED THIS 22th day of January, 2009.

APPROVED:

President, Board of Education,
Oak Park and River Forest High School,
District No. 200, Cook County, Illinois

ATTEST:

Secretary, Board of Education,
Oak Park and River Forest High School,
District No. 200, Cook County, Illinois

TIMELINE FOR THE FY 2008-09 AMENDED BUDGET

- | | |
|--|-------------------|
| 1. Amended Budget Presented at Finance Committee | 3/17/09 |
| 2. Amended Budget Presented for Display Special Board Mtg. | 3/17/09 |
| 3. Published notice of Budget on Display | 3/11/09 |
| 4. Budget on Display | 3/18/09 – 4/30/09 |
| 5. Public Hearing for Amended Budget | 4/30/09 |
| 6. Adoption of Amended Budget | 4/30/09 |

***Oak Park and River Forest High School
District 200***

201 North Scoville Avenue • Oak Park, IL 60302-2296

TO: Board of Education

FROM: Cheryl L. Witham

DATE: January 13, 2009

RE: Resolution Authorizing the Preparation of a Tentative Budget for FY 2009 - 2010

BACKGROUND

Each year at this time it is necessary to begin the process of preparing a Tentative Budget for the next fiscal year.

SUMMARY OF FINDINGS

RECOMMENDATIONS (OR FUTURE DIRECTIONS)

The attached resolution will be presented to the Board of Education for approval at the January 22nd meeting.

**RESOLUTION REGARDING
THE PREPARATION OF A TENTATIVE BUDGET
FOR FISCAL YEAR 2009-2010**

BE IT RESOLVED by the Board of Education of the Oak Park and River Forest High School, Consolidated High School District Number 200, Cook County, Illinois, that Cheryl L. Witham, Chief Financial Officer, prepare a tentative budget for the fiscal year beginning July 1, 2009 and ending June 30, 2010, which tentative budget shall be filed with the Secretary of the Board.

PASSED THIS 22th day of January, 2009.

APPROVED:

President, Board of Education,
Oak Park and River Forest High School,
District No. 200, Cook County, Illinois

ATTEST:

Secretary, Board of Education,
Oak Park and River Forest High School,
District No. 200, Cook County, Illinois

***Oak Park and River Forest High School
District 200***

201 North Scoville Avenue • Oak Park, IL 60302-2296

TO: Board of Education
FROM: Dr. Ralph Lee
DATE: January 13, 2008
RE: Board Financial Resolution

BACKGROUND

SUMMARY OF FINDINGS

Attached you will find Draft #2 of Resolution to Change OPRFHS Financial Planning Direction.

RECOMMENDATIONS (OR FUTURE DIRECTIONS)

None at this time

Draft #2
Resolution to Change OPRFHS
Financial Planning Direction

WHEREAS, the current Illinois school funding structure, including the Property Tax Extension Limitation Law (PTELL), along with significant unfunded federal and state mandates, place an undue burden on the residential property taxpayers of Oak Park and River Forest, and

WHEREAS, it is one of the primary duties of the Board of Education of Oak Park and River Forest High School District 200 to sustain, protect, and improve the quality of public secondary education in this district, and

WHEREAS, the current long-range financial plan of this district, through the year 2018, involves taxing at the current rate (plus increments not to exceed the lesser of the Urban Consumer Price Index or 5%), and spending at a rate that will exhaust general fund balances and cash reserves, and currently is projected to require the Board to request another tax increase in order to continue that established rate of spending, and

WHEREAS, we believe that the required referendum to continue the aforementioned level of taxation that will be required in 2018 has a substantial likelihood of failing, and such a taxing level will not be sustainable by the taxpayers residing in the district at that time,

BE IT RESOLVED that the Oak Park and River Forest District 200 Board of Education will embark of a course of action which will result in

1. the development of a new long range financial model which is based on the premise that, for the foreseeable future, this district will manage its income and its expenditures such that there will be no need to ask for further tax rate increases that extend beyond the limits of the Consumer Price Index;
2. a method for setting educational priorities in such a way that necessary changes in educational strategies can be managed by changing spending priorities, rather than by seeking higher tax revenues;
3. a plan for anticipating, as best we can, changes in the funding pattern of education in the State of Illinois, so that we are able to alter our established planning strategies in a timely fashion, and
4. a practical showing of its determination to take every available opportunity over the next ten years to contain costs in ways that balance both the District's ability to sustain its financial health and deliver the highest quality of educational services.

***Oak Park and River Forest High School
District 200***

201 North Scoville Avenue • Oak Park, IL 60302-2296

TO: Board of Education

FROM: Cheryl L. Witham, CFO

DATE: January 13, 2009

RE: Board of Education set aside in 2010 Budget

BACKGROUND

At the December Finance Committee meeting a Board of Education member requested an opportunity to discuss the possibility of setting aside a contingency amount in the FY 2010 budget for Board discretionary spending.

SUMMARY OF FINDINGS

This is an opportunity for the Board of Education to discuss a possible dollar amount and to provide direction to the administration for funding of the amount.

RECOMMENDATIONS

***Oak Park and River Forest High School
District 200***

201 North Scoville Avenue • Oak Park, IL 60302-2296

TO: Board of Education

FROM: Cheryl Witham

DATE: January 13, 2009

RE: Financial Reports

BACKGROUND

It is a requirement that the Board of Education accepts and approves the monthly Financial Reports.

SUMMARY OF FINDINGS

Attached are the Financial Reports for November, 2008

RECOMMENDATIONS (OR FUTURE DIRECTIONS)

To place the November, 2008 Financial Reports on the January 22, 2009 Board of Education Consent Agenda.

OAK PARK AND RIVER FOREST HIGH SCHOOL DISTRICT 200
Monthly Financial Statements
November 2008

Education Fund

	Unaudited 2007-2008	Fiscal to Date November 30 2007	%	Original Budget 2008-2009	Fiscal to Date November 30 2008	%	
<i>Receipts</i>							
Property Taxes	42,679,315	10,572,828	24.8%	44,173,578	19,374,484	43.9%	1
Other Local Sources	2,687,455	728,678	27.1%	2,837,305	1,137,276	40.1%	2
State Sources	2,981,795	923,588	31.0%	2,653,945	935,886	35.3%	
Federal Sources	1,267,035	584,178	46.1%	1,230,845	611,662	49.7%	
Transfers/Other	-	-	N/A	-	-	N/A	
	<u>49,615,600</u>	<u>12,809,272</u>	<u>25.8%</u>	<u>50,895,673</u>	<u>22,059,308.00</u>	<u>43.3%</u>	
<i>Expenditures</i>							
General Instruction	20,173,520	5,797,485	28.7%	20,979,644	6,270,040	29.9%	
Special Education	6,963,976	2,115,394	30.4%	5,185,599	1,541,802	29.7%	
Adult Education	18,000	-	0.0%	19,910	6,000	30.1%	
Vocational Programs	273,942	101,381	37.0%	301,607	133,497	44.3%	
Interscholastic Programs	1,801,962	574,284	31.9%	1,984,076	672,505	33.9%	
Summer School	320,175	165,516	51.7%	337,170	127,666	37.9%	
Drivers Education	-	-	N/A	703,228	222,272	31.6%	
Other Instructional	255,795	61,063	23.9%	3,020,274	542,687	18.0%	3
Support Svcs. - Pupil	6,049,787	1,605,720	26.5%	6,655,283	1,989,691	29.9%	
Support Svcs. - Admin.	4,438,812	1,678,281	37.8%	5,242,207	1,833,411	35.0%	
Transfers	-	-	N/A	-	-	N/A	
	<u>40,295,969</u>	<u>12,099,124</u>	<u>30.0%</u>	<u>44,428,998</u>	<u>13,339,571</u>	<u>30.0%</u>	
Change in Fund Balance	9,319,631	710,148		6,466,675	8,719,737		
Beginning Balance	<u>34,532,981</u>	<u>34,532,981</u>		<u>43,852,612</u>	<u>43,852,612</u>		
Ending Balance	<u>43,852,612</u>	<u>35,243,129</u>		<u>50,319,287</u>	<u>52,572,349</u>		

1. Increase from prior year due to the county being more timely in collecting and remitting property tax collections.

2. Approximately \$480,000 was received from the Oak Park TIF. Payment relates to the FY 08 distribution that was not received last fiscal year.

3. The state BOE made several account number changes for FY 09. The special education tuition is now coded to function series 1920 and thus the increased budget and actual expenditures.

OAK PARK AND RIVER FOREST HIGH SCHOOL DISTRICT 200

Monthly Financial Statements

November 2008

Tort Immunity Fund

	<u>Unaudited</u> <u>2007-2008</u>	<u>Fiscal to Date</u> <u>November 30</u> <u>2007</u>	<u>%</u>	<u>Original</u> <u>Budget</u> <u>2008-2009</u>	<u>Fiscal to Date</u> <u>November 30</u> <u>2008</u>	<u>%</u>	
<i>Receipts</i>							
Property Taxes	1,106,234	270,244	24.4%	1,143,549	508,234	44.4%	1
Other Local Sources	38,356	1,188	3.1%	28,630	7,661	26.8%	2
	<u>1,144,590</u>	<u>271,432</u>	<u>23.7%</u>	<u>1,172,179</u>	<u>515,895</u>	<u>44.0%</u>	
<i>Expenditures</i>							
General Instruction	25,986	30,595	117.7%	31,607	20,102	63.6%	
Interscholastic Programs	97,649	35,384	36.2%	27,670	5,892	21.3%	
Support Svcs. - Pupil	57,489	57,489	100.0%	-	-	N/A	
Support Svcs. - Admin.	629,423	515,219	81.9%	794,091	655,255	82.5%	
	<u>810,547</u>	<u>638,687</u>	<u>78.8%</u>	<u>853,368</u>	<u>681,249</u>	<u>79.8%</u>	
Change in Fund Balance	334,043	(367,255)		318,811	(165,354)		
Beginning Balance	<u>1,321,468</u>	<u>1,321,468</u>		<u>1,655,511</u>	<u>1,655,511</u>		
Ending Balance	<u>1,655,511</u>	<u>954,213</u>		<u>1,974,322</u>	<u>1,490,157</u>		

1. Increase from prior year due to the county being more timely in collecting and remitting property tax collections
2. Interest income has increased as a result of the District being able to invest their own funds rather than relying on the treasurer's office to do so.

Bookstore Fund

	<u>Unaudited</u> <u>2007-2008</u>	<u>Fiscal to Date</u> <u>November 30</u> <u>2007</u>	<u>%</u>	<u>Original</u> <u>Budget</u> <u>2008-2009</u>	<u>Fiscal to Date</u> <u>November 30</u> <u>2008</u>	<u>%</u>	
<i>Receipts</i>							
Other Local Sources	840,308	580,548	69.1%	889,458	595,412	66.9%	
	<u>840,308</u>	<u>580,548</u>	<u>69.1%</u>	<u>889,458</u>	<u>595,412</u>	<u>66.9%</u>	
<i>Expenditures</i>							
Support Svcs. - Admin.	839,451	649,334	77.4%	885,807	590,752	66.7%	
	<u>839,451</u>	<u>649,334</u>	<u>77.4%</u>	<u>885,807</u>	<u>590,752</u>	<u>66.7%</u>	
Change in Fund Balance	857	(68,786)		3,651	4,660		
Beginning Balance	<u>691,954</u>	<u>691,954</u>		<u>692,811</u>	<u>692,811</u>		
Ending Balance	<u>692,811</u>	<u>623,168</u>		<u>696,462</u>	<u>697,471</u>		

OAK PARK AND RIVER FOREST HIGH SCHOOL DISTRICT 200
Monthly Financial Statements
November 2008

Cafeteria Fund

	Unaudited 2007-2008	Fiscal to Date November 30 2007	%	Original Budget 2008-2009	Fiscal to Date November 30 2008	%	
<i>Receipts</i>							
Other Local Sources	1,945,685	661,336	34.0%	2,019,046	579,498	28.7%	1
State Sources	9,996	3,462	34.6%	6,495	2,010	30.9%	
Federal Sources	201,547	58,338	28.9%	198,856	65,368	32.9%	
	<u>2,157,228</u>	<u>723,136</u>	<u>33.5%</u>	<u>2,224,397</u>	<u>646,876</u>	<u>29.1%</u>	
<i>Expenditures</i>							
Support Svcs. - Admin.	2,264,723	814,141	35.9%	2,182,870	742,096	34.0%	
Construction	-	-	N/A	-	-	N/A	
	<u>2,264,723</u>	<u>814,141</u>	<u>35.9%</u>	<u>2,182,870</u>	<u>742,096</u>	<u>34.0%</u>	
Change in Fund Balance	(107,495)	(91,005)		41,527	(95,220)		
Beginning Balance	<u>396,290</u>	<u>396,290</u>		<u>288,795</u>	<u>288,795</u>		
Ending Balance	<u>288,795</u>	<u>305,285</u>		<u>330,322</u>	<u>193,575</u>		

1. As of the end of November, the District had not received payment from District 97 for lunches that District 200 provides them. The first payments for this service were paid in December and District 97 is now current with their payments.

Operations and Maintenance Fund

	Unaudited 2007-2008	Fiscal to Date November 30 2007	%	Original Budget 2008-2009	Fiscal to Date November 30 2008	%	
<i>Receipts</i>							
Property Taxes	4,950,290	1,210,074	24.4%	4,976,991	2,260,640	45.4%	1
Other Local Sources	1,848,831	688,964	37.3%	1,445,696	659,823	45.6%	
Transfers	84,230	-	0.0%	48,480	-	0.0%	
	<u>6,883,351</u>	<u>1,899,038</u>	<u>27.6%</u>	<u>6,471,167</u>	<u>2,920,463</u>	<u>45.1%</u>	
<i>Expenditures</i>							
Support Svcs. - Admin.	4,674,963	1,824,472	39.0%	5,684,053	2,572,475	45.3%	2
	<u>4,674,963</u>	<u>1,824,472</u>	<u>39.0%</u>	<u>5,684,053</u>	<u>2,572,475</u>	<u>45.3%</u>	
Change in Fund Balance	2,208,388	74,566		787,114	347,988		
Beginning Balance	<u>5,731,280</u>	<u>5,731,280</u>		<u>7,939,668</u>	<u>7,939,668</u>		
Ending Balance	<u>7,939,668</u>	<u>5,805,846</u>		<u>8,726,782</u>	<u>8,287,656</u>		

1. Increase from prior year due to the county being more timely in collecting and remitting property tax collections.

2. Capital expenditures have been made earlier in FY 09 compared to prior year. These capital expenditures have already exceeded budget and will require an amendment in the spring.

OAK PARK AND RIVER FOREST HIGH SCHOOL DISTRICT 200
Monthly Financial Statements
November 2008

Life Safety Fund

	Unaudited 2007-2008	Fiscal to Date November 30 2007	%	Original Budget 2008-2009	Fiscal to Date November 30 2008	%
<i>Receipts</i>						
Property Taxes	1,009,500	245,493	24.3%	1,021,994	463,349	45.3% 1
Other Local Sources	15,306	123	0.8%	6,000	1,846	30.8%
Bond Proceeds	-	-	N/A	-	-	N/A
	<u>1,024,806</u>	<u>245,616</u>	<u>24.0%</u>	<u>1,027,994</u>	<u>465,195</u>	<u>45.3%</u>
<i>Expenditures</i>						
Construction	581,600	495,235	85.2%	319,900	238,029	74.4%
Transfers	613,963	-	0.0%	616,525	-	0.0%
	<u>1,195,563</u>	<u>495,235</u>	<u>41.4%</u>	<u>936,425</u>	<u>238,029</u>	<u>25.4%</u>
Change in Fund Balance	(170,757)	(249,619)		91,569	227,166	
Beginning Balance	<u>475,552</u>	<u>475,552</u>		<u>304,795</u>	<u>304,795</u>	
Ending Balance	<u>304,795</u>	<u>225,933</u>		<u>396,364</u>	<u>531,961</u>	

1. Increase from prior year due to the county being more timely in collecting and remitting property tax collections.

Restricted Building Fund

	Unaudited 2007-2008	Fiscal to Date November 30 2007	%	Original Budget 2008-2009	Fiscal to Date November 30 2008	%
<i>Receipts</i>						
Other Local Sources	133,016	102,278	76.9%	9,364	2,722	29.1%
Bond Proceeds	-	-	N/A	-	-	N/A
	<u>133,016</u>	<u>102,278</u>		<u>9,364</u>	<u>2,722</u>	
<i>Expenditures</i>						
Construction	527,122	190,537	36.1%	260,000	295,261	113.6% 1
	<u>527,122</u>	<u>190,537</u>	<u>36.1%</u>	<u>260,000</u>	<u>295,261</u>	<u>113.6%</u>
Change in Fund Balance	(394,106)	(88,259)		(250,636)	(292,539)	
Beginning Balance	<u>1,058,118</u>	<u>1,058,118</u>		<u>664,012</u>	<u>664,012</u>	
Ending Balance	<u>664,012</u>	<u>969,859</u>		<u>413,376</u>	<u>371,473</u>	

1. Expenditures relate to the turf replacement project and an unexpected bill relating to the mall project.

OAK PARK AND RIVER FOREST HIGH SCHOOL DISTRICT 200
Monthly Financial Statements
November 2008

Bond and Interest Fund

	Unaudited 2007-2008	Fiscal to Date November 30 2007	%	Original Budget 2008-2009	Fiscal to Date November 30 2008	%	
<i>Receipts</i>							
Property Taxes	2,924,687	729,465	24.9%	2,939,192	1,317,298	44.8%	1
Other Local Sources	84,230	3,667	4.4%	48,480	13,573	28.0%	2
Bond Proceeds	-	-	N/A	-	-	N/A	
Accrued Interest on Bonds	-	-	N/A	-	-	N/A	
Transfer	613,963	-	0.0%	616,525	-	0.0%	
	<u>3,622,880</u>	<u>733,132</u>	<u>20.2%</u>	<u>3,604,197</u>	<u>1,330,871</u>	<u>36.9%</u>	
<i>Expenditures</i>							
Debt Service	3,475,322	3,262,951	93.9%	3,484,715	3,277,370	94.0%	
Transfers	84,230	-	0.0%	48,480	-	0.0%	
	<u>3,559,552</u>	<u>3,262,951</u>	<u>91.7%</u>	<u>3,533,195</u>	<u>3,277,370</u>	<u>92.8%</u>	
Change in Fund Balance	63,328	(2,529,819)		71,002	(1,946,499)		
Beginning Balance	<u>2,349,572</u>	<u>2,349,572</u>		<u>2,412,900</u>	<u>2,412,900</u>		
Ending Balance	<u>2,412,900</u>	<u>(180,247)</u>		<u>2,483,902</u>	<u>466,401</u>		

1. Increase from prior year due to the county being more timely in collecting and remitting property tax collections.
2. Interest income has increased as a result of the District being able to invest their own funds rather than relying on the treasurer's office to do so.

Transportation Fund

	Unaudited 2007-2008	Fiscal to Date November 30 2007	%	Original Budget 2008-2009	Fiscal to Date November 30 2008	%	
<i>Receipts</i>							
Property Taxes	803,454	196,966	24.5%	830,303	368,117	44.3%	1
Other Local Sources	57,638	1,824	3.2%	27,701	11,634	42.0%	2
State Sources	808,952	202,238	25.0%	619,385	206,329	33.3%	
Federal Sources	-	-	N/A	-	-	N/A	
	<u>1,670,044</u>	<u>401,028</u>	<u>24.0%</u>	<u>1,477,389</u>	<u>586,080</u>	<u>39.7%</u>	
<i>Expenditures</i>							
Support Svcs. - Pupil	1,260,008	421,336	33.4%	1,410,785	420,068	29.8%	
	<u>1,260,008</u>	<u>421,336</u>	<u>33.4%</u>	<u>1,410,785</u>	<u>420,068</u>	<u>29.8%</u>	
Change in Fund Balance	410,036	(20,308)		66,604	166,012		
Beginning Balance	<u>1,490,841</u>	<u>1,490,841</u>		<u>1,900,877</u>	<u>1,900,877</u>		
Ending Balance	<u>1,900,877</u>	<u>1,470,533</u>		<u>1,967,481</u>	<u>2,066,889</u>		

1. Increase from prior year due to the county being more timely in collecting and remitting property tax collections.
2. Interest income has increased as a result of the District being able to invest their own funds rather than relying on the treasurer's office to do so.

OAK PARK AND RIVER FOREST HIGH SCHOOL DISTRICT 200
Monthly Financial Statements
November 2008

Illinois Municipal Retirement/Social Security Fund

	Unaudited 2007-2008	Fiscal to Date November 30 2007	%	Original Budget 2008-2009	Fiscal to Date November 30 2008	%	
<i>Receipts</i>							
Property Taxes	1,982,679	483,615	24.4%	2,048,628	910,408	44.4%	1
Other Local Sources	104,641	651	0.6%	83,134	5,456	6.6%	2
	<u>2,087,320</u>	<u>484,266</u>	<u>23.2%</u>	<u>2,131,762</u>	<u>915,864</u>	<u>43.0%</u>	
<i>Expenditures</i>							
General Instruction	273,600	80,721	29.5%	321,752	89,028	27.7%	
Special Education	170,747	49,987	29.3%	186,352	58,350	31.3%	
Adult Education	-	-	N/A	-	-	N/A	
Vocational Programs	21,795	6,463	29.7%	21,364	6,324	29.6%	
Interscholastic Programs	119,556	39,326	32.9%	114,069	44,327	38.9%	
Summer School	9,881	5,269	53.3%	704	3,992	567.0%	3
Drivers Education	-	-	N/A	6,829	1,762	25.8%	
Other Instructional	1,581	427	27.0%	1,032	357	34.6%	
Support Svcs. - Pupil	338,770	100,571	29.7%	346,042	114,264	33.0%	
Support Svcs. - Admin.	874,823	350,483	40.1%	857,953	366,882	42.8%	
	<u>1,810,753</u>	<u>633,247</u>	<u>35.0%</u>	<u>1,856,097</u>	<u>685,286</u>	<u>36.9%</u>	
Change in Fund Balance	276,567	(148,981)		275,665	230,578		
Beginning Balance	<u>754,536</u>	<u>754,536</u>		<u>1,031,103</u>	<u>1,031,103</u>		
Ending Balance	<u>1,031,103</u>	<u>605,555</u>		<u>1,306,768</u>	<u>1,261,681</u>		

1. Increase from prior year due to the county being more timely in collecting and remitting property tax collections.
2. Interest income has increased as a result of the District being able to invest their own funds rather than relying on the treasurer's office to do so.
3. Budget does not take into account IMRF benefits for summer school TA's. This will be amended in the spring.

OAK PARK AND RIVER FOREST HIGH SCHOOL DISTRICT 200
Monthly Financial Statements
November 2008

Working Cash Fund

	Unaudited 2007-2008	Fiscal to Date November 30 2007	%	Original Budget 2008-2009	Fiscal to Date November 30 2008	%	
<i>Receipts</i>							
Property Taxes	604,850	80,844	13.4%	961,484	415,590	43.2%	1
Other Local Sources	124,224	5,633	4.5%	93,019	29,305	31.5%	2
	<u>729,074</u>	<u>86,477</u>	11.9%	<u>1,054,503</u>	<u>444,895</u>	42.2%	
<i>Expenditures</i>							
Transfers	-	-	N/A	-	-	N/A	
	<u>-</u>	<u>-</u>	N/A	<u>-</u>	<u>-</u>	N/A	
Change in Fund Balance	729,074	86,477		1,054,503	444,895		
Beginning Balance	<u>3,477,903</u>	<u>3,477,903</u>		<u>4,206,977</u>	<u>4,206,977</u>		
Ending Balance	<u>4,206,977</u>	<u>3,564,380</u>		<u>5,261,480</u>	<u>4,651,872</u>		

1. Increase from prior year due to the county being more timely in collecting and remitting property tax collections.
2. Interest income has increased as a result of the District being able to invest their own funds rather than relying on the treasurer's office to do so.

Dental Self Insurance Fund

	Unaudited 2007-2008	Fiscal to Date November 30 2007	%	Original Budget 2008-2009	Fiscal to Date November 30 2008	%	
<i>Receipts</i>							
Insurance Premiums	426,726	129,833	30.4%	465,647	127,625	27.4%	
Other Local Sources	6,000	237	4.0%	5,000	922	18.4%	
	<u>432,726</u>	<u>130,070</u>	30.1%	<u>470,647</u>	<u>128,547</u>	27.3%	
<i>Expenditures</i>							
Staff Services	<u>389,664</u>	<u>121,742</u>	31.2%	<u>465,010</u>	<u>176,126</u>	37.9%	
Change in Fund Balance	43,062	8,091		5,637	(47,579)		
Beginning Balance	<u>114,709</u>	<u>114,709</u>		<u>157,771</u>	<u>157,771</u>		
Ending Balance	<u>157,771</u>	<u>122,800</u>		<u>163,408</u>	<u>110,192</u>		

OAK PARK AND RIVER FOREST HIGH SCHOOL DISTRICT 200
Monthly Financial Statements
November 2008

Medical Self Insurance Fund

	<u>Unaudited</u> <u>2007-2008</u>	<u>Fiscal to Date</u> <u>November 30</u> <u>2007</u>	<u>%</u>	<u>Original</u> <u>Budget</u> <u>2008-2009</u>	<u>Fiscal to Date</u> <u>November 30</u> <u>2008</u>	<u>%</u>
<i>Receipts</i>						
Insurance Premiums	4,193,616	1,740,742	41.5%	4,430,005	1,732,936	39.1%
Other Local Sources	42,271	846	2.0%	28,145	9,150	32.5% 1
Transfers	-	-	N/A	-	-	N/A
	<u>4,235,887</u>	<u>1,741,588</u>	<u>41.1%</u>	<u>4,458,150</u>	<u>1,742,086</u>	<u>39.1%</u>
<i>Expenditures</i>						
Staff Services	<u>3,921,357</u>	<u>1,259,911</u>	<u>32.1%</u>	<u>4,419,961</u>	<u>1,341,977</u>	<u>30.4%</u>
Change in Fund Balance	314,530	481,677		38,189	400,109	
Beginning Balance	<u>486,275</u>	<u>486,275</u>		<u>800,805</u>	<u>800,805</u>	
Ending Balance	<u>800,805</u>	<u>967,952</u>		<u>838,994</u>	<u>1,200,914</u>	

1. Interest income has increased as a result of the District being able to invest their own funds rather than relying on the treasurer's office to do so.

Self-Insurance Workers' Comp Fund

	<u>Unaudited</u> <u>2007-2008</u>	<u>Fiscal to Date</u> <u>November 30</u> <u>2007</u>	<u>%</u>	<u>Original</u> <u>Budget</u> <u>2006 - 2007</u>	<u>Fiscal to Date</u> <u>November 30</u> <u>2008</u>	<u>%</u>
<i>Receipts</i>						
Insurance Premiums	-	-	N/A	-	-	N/A
Other Local Sources	-	-	N/A	-	-	N/A
Transfers	-	-	N/A	-	-	N/A
	<u>-</u>	<u>-</u>	<u>N/A</u>	<u>-</u>	<u>-</u>	
<i>Expenditures</i>						
Staff Services	<u>36,878</u>	<u>30,478</u>	<u>82.6%</u>	<u>2,500</u>	<u>(15,676)</u>	<u>-627.0% 1</u>
Change in Fund Balance	(36,878)	(30,478)		(2,500)	15,676	
Beginning Balance	<u>52,735</u>	<u>52,735</u>		<u>15,857</u>	<u>15,857</u>	
Ending Balance	<u>15,857</u>	<u>22,257</u>		<u>13,357</u>	<u>31,533</u>	

1. Negative amount relates to premium refund from SELF for the years 1991 - 2003 which were closed out by SELF.

***Oak Park and River Forest High School
District 200***

201 North Scoville Avenue • Oak Park, IL 60302-2296

TO: Board of Education

FROM: Cheryl Witham

DATE: January 13, 2009

RE: Treasurer's Reports

BACKGROUND

It is a requirement that the Board of Education accepts and approves the monthly Treasurer's Reports.

SUMMARY OF FINDINGS

Attached is the Treasurer Reports for November 2008.

RECOMMENDATIONS (OR FUTURE DIRECTIONS)

To place the November, 2008 Treasurer's Reports on the January 22, 2009 Board of Education Consent Agenda.

Oak Park & River Forest High School District 200
Treasurers Report
November 30, 2008

<u>Funds</u>	<u>Opening Cash Balance 11/01/08</u>	<u>Cash Receipts</u>	<u>Cash Disbursements</u>	<u>Adjustments to Cash (JE's)</u>	<u>Ending Cash Balance 11/30/08</u>	<u>% of Total</u>
10 Education	44,583,708.20	10,783,186.00	(2,744,481.49)	(314,682.09)	52,307,730.62	70.91%
14 Food Service	243,634.76	171,526.87	(230,693.20)	(9,921.72)	174,546.71	0.24%
15 Book Store	409,295.91	20,897.28	(24,969.95)	(3,233.53)	401,989.71	0.54%
Total - Education Fund	45,236,638.87	10,975,610.15	(3,000,144.64)	(327,837.34)	52,884,267.04	71.69%
20 Operations, Building & Maintenance	7,268,779.32	1,173,046.50	(392,720.45)	(45,642.09)	8,003,463.28	10.85%
22 Restricted Fund	390,451.93	559.89	(19,538.60)	-	371,473.22	0.50%
Total - Building Fund	7,659,231.25	1,173,606.39	(412,259.05)	(45,642.09)	8,374,936.50	11.35%
30 Bond & Interest Fund	3,056,629.76	678,399.64	(3,277,370.00)	-	457,659.40	0.62%
40 Transportation Fund	1,806,170.02	193,241.94	(140,810.69)	-	1,858,601.27	2.52%
50 IMRF & SS Fund	914,432.50	469,847.56	(139,127.04)	-	1,245,153.02	1.69%
70 Working Cash	4,422,260.82	226,199.51	-	-	4,648,460.33	6.30%
80 Tort Immunity	1,265,257.50	263,789.47	(42,850.64)	-	1,486,196.33	2.01%
81 Dental Self Insurance	146,047.89	2,000.22	(37,266.44)	33,680.60	144,462.27	0.20%
82 Medical Self Insurance	1,594,579.04	11,359.87	(388,134.09)	339,856.11	1,557,660.93	2.11%
83 Workers' Comp Self Insurance	31,533.04	-	-	-	31,533.04	0.04%
84 Harris - PMA	291,258.59	33,493.68	(12,988.64)	(57.28)	311,706.35	0.42%
84 Park National	236,564.02	81,405.71	(79,283.35)	-	238,686.38	0.32%
Total - Activity Funds	527,822.61	114,899.39	(92,271.99)	(57.28)	550,392.73	0.75%
90 Fire Prevention & Safety	381,299.87	238,570.67	(92,195.10)	-	527,675.44	0.72%

Total - All Funds	\$ 67,041,903.17	\$ 14,347,524.81	\$ (7,622,429.68)	\$ (0.00)	\$ 73,766,998.30	100.00%
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Summary of adjustments to cash:

Reclassification of food service chargebacks.
Reclassification of bookstore chargebacks.
Reclassification of expenditures
PPO/Pharmacy reclassification.

Oak Park & River Forest High School District 200
Cash and Investments
November 30, 2008

	<u>Account Balance</u>	<u>Treasurer's Control</u>	<u>% of Total</u>
Harris Bank Comingled Account (treas ofc.)			
Statement CTTO	1,538,413.52		
Less: Outstanding Checks	-		
Plus: Deposits in Transit	-		
Adjusted	<u>1,538,413.52</u>	1,538,413.52	2.09%
Park National Student Activity Account			
Statement Balance	268,269.93		
Less: Outstanding Checks	(38,678.95)		
Plus: Deposits in Transit	7,797.50		
Adjusted	<u>237,388.48</u>		0.32%
Harris ISDLAF Account (Liquid & Max)			
Statement Balance	72,494,107.93		
Less: Outstanding Checks	(593,552.14)		
Plus: Deposits in Transit	23,016.58		
Adjusted	<u>71,923,572.37</u>		97.50%
Park National Imprest Account			
Statement Balance	23,469.58		
Less: Outstanding Checks	(336.00)		
Plus: Deposits in Transit	-		
Adjusted	<u>23,133.58</u>		0.03%
Chase Bank Athletic Imprest Account			
Statement Balance	1,210.35		
Less: Outstanding Checks	(120.00)		
Plus: Deposits in Transit	-		
Adjusted	<u>1,090.35</u>		0.00%
Petty Cash	<u>3,400.00</u>		0.00%
Workers Compensation Escrow	<u>40,000.00</u>		0.05%
Total Cash and Investments	\$ 73,766,998.30	\$ 1,538,413.52	100.00%

Oak Park & River Forest High School District 200
Schedule of Investments
November 30, 2008

	Average Interest Rate *	Investment Value 11/30/08	% of Total	Prior Month % of Total
<u>By Financial Institution</u>				
Harris ISDLAF - Liquid MM	1.28%	92,347.75	0.12%	2.18%
Harris ISDLAF - Max MM	1.45%	3,329,851.78	4.50%	12.17%
Harris ISDLAF - CD's	2.99%	69,071,908.40	93.30%	83.38%
Harris - CTTO MM	*	1,538,413.52	2.08%	2.28%
Total All Investments by Institution		<u>74,032,521.45</u>	100.00%	100.00%

	Average Interest Rate *	Investment Value 11/30/08	% of Total	Prior Month % of Total
<u>By Investment Type</u>				
CD's	2.99%	69,071,908.40	93.30%	83.38%
Money Market	1.37%	4,960,613.05	6.70%	16.62%
Total All Investments by Type		<u>74,032,521.45</u>	100.00%	100.00%

	Average Interest Rate *	Investment Value 11/30/08	% of Total	Prior Month % of Total
<u>By Maturity Age</u>				
1 month	2.51%	6,500,000.00	8.78%	11.28%
2 months	2.89%	4,600,000.00	6.21%	9.65%
3 months	2.94%	4,900,000.00	6.62%	6.83%
4-6 months	2.57%	8,287,908.40	11.19%	17.36%
7-9 months	3.23%	7,784,000.00	10.51%	9.47%
10-12 months	3.06%	28,685,500.00	38.75%	16.92%
1 year +	2.87%	8,314,500.00	11.23%	11.87%
2 years +	0.00%	-	0.00%	0.00%
Mature on demand	1.37%	4,960,613.05	6.70%	16.62%
Total Investments		<u>74,032,521.45</u>	100.00%	100.00%