

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

**FINANCE COMMITTEE MEETING**

Tuesday, January 19, 2010

A Finance Committee meeting was held on Tuesday, January 19, 2010. Chair Allen called the meeting to order at 7:38 a.m. in the Board Room. Committee members present were John C. Allen, IV, Jacques A. Conway, Terry Finnegan, Dr. Ralph H. Lee, Amy McCormack, Dr. Dietra D. Millard, and Sharon Patchak-Layman. Also present were Dr. Attila J. Weninger, Superintendent; Philip M. Prale, Assistant Superintendent for Curriculum and Instruction; Jason Edgecombe, Assistant Superintendent for Human Resources; Cheryl L. Witham, Chief Financial Officer; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors included Kay Foran, Communications and Community Relations Coordinator; Doug Wiley, OPRFHS Supervisor of Finance; James Paul Hunter, OPRFHS Faculty Senate Executive Committee Chair; Robert Zummallen, Director of Buildings and Grounds, Dale Craft, Summer School Director; and John Stelzer, Director of Athletics.

**Acceptance of Minutes of December 8, 2009 Finance Committee Meeting**

It was the consensus of the Finance Committee members to accept by acclamation the minutes of the December 8, 2009 Finance Committee meeting.

**Summer School Budget**

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the 2010 summer school dates, tuition, teaching stipends, and budget at its regular January Board of Education meeting.

The following was noted:

- The dates are: June 16, 2010 through July 23, 2010. (No school will be held on Monday, July 5)
- No significant changes are recommended for the summer course offerings.
- No increase in tuition is being recommended; it will remain at \$180 per class.
- The teaching stipend will be \$2450 per section, representing a 2.2% increase.

Students take 63 instructional hours per class in the summer. If it is an in-District teacher who teaches the class, he/she has already done the preparatory work. While there is no formal training for non-District teachers, materials are sent to them in advance with information about class expectations. Students in health classes receive the same standardized tests that are used during the regular school year.

Mr. Craft recognized the Business Office for the hard work it has done on the budgeting process. The budget has gone from being a negative \$27,000 a positive \$17,000. One reason for this change in the budget is that some of the classes offered previously were

not as full as they could have been and, thus, teachers were allocated to areas of more need.

Because last year's revenue was higher, the administration discussed offering a program for students between their freshman and sophomore years and struggle academically, titled the 9 to 10 Program. It allows students to take one study hall class and retake a failed health or math class. As such, the school awarded thirty (30) \$100 grants to students to help with summer school tuition. Also, the Oak Park Youth Township helped provide work study opportunities for the students. Mr. Finnegan testified that students in the 9 to 10 Program were very well behaved.

When asked if the administrative fee for sports camps was paid by the camp tuition, Ms. Witham responded that many administrative, secretarial, and dean of discipline expenditures are paid from that fee. Ms. Patchak-Layman felt that last year's surplus suggested that summer school fees were too high and the school must look to reduce them so that more students can participate. Mr. Craft noted that the registration fee had been held at \$180 for three years and the lab fees are only \$25. When Ms. Patchak-Layman asked if there was a sense that other students might like to go to summer school but financially cannot afford to do so, Mr. Craft responded that the students who have expressed the greatest need have been helped. A review of the course sections is completed every summer so that the school can provide as many relevant courses as possible within the budget.

### **Funding of Coaching Stipends**

Mr. Stelzer reported that OPRFHS currently ranks second in the number of sports it offers in the West Suburban Conference and sixth in the number of coaching stipends for those sports. The administration proposes adding seventeen (17) additional coaching stipends (12 presently being funded through summer camps or fundraising activities) in an effort to bring the current "fundraising" stipends into the District budget. A list of the stipends was provided.

In order to generate revenue for these additional stipends, the Administration proposes:

- 1) increasing the administrative fee from summer camps from \$15 to \$40;
- 2) increasing the Pay to Play fee from \$50 to \$55;
- 3) reducing the athletic equipment budget by \$10,000; and
- 4) selling banner space in the stadium.

The above items will generate \$105,000 and the cost of the proposed stipends is \$103,393.

Mr. Stelzer, Ms. Sakelaris, and four head coaches developed this proposal after reviewing the number of teams, the number of participants, the safety factors, the daily travel, the additional supervisory, etc. of each sports program. This proposal illustrates a reconfiguration of the funding and bringing OPRFHS up to the level of other schools in the West Suburban Conference.

Mr. Finnegan asked if the proposed \$10,000 budget reduction for athletic equipment would be sustainable in future years. It was noted that the sports camps would not be spending their fundraising on personnel costs but rather on things such as equipment. Ms. Witham added that sports camps had an entrepreneurial spirit and they will still be raising money, but it will be used for equipment, warm-ups, etc., rather than for coaching stipends.

With 1200 students participating in the athletic program last year, Ms. Patchak-Layman asked if there was a link between the monetary value of a stipend and the actual salary of the person receiving the stipend. It was noted that coaching salaries are tied to the salary schedule of BA 1 (Bachelors' Degree plus 1-year of service) and years of coaching, not to the length of teaching service or degree. The Stipend Committee meets quarterly to review the stipends and then makes recommendations once per year to DLT. It is a multi-factorial decision as to the number of stipends for the number of students.

Mr. Conway stated that when coaches are required to bring in so much money from fundraising, it puts pressure on the students and the parents. Coaches chastise those who cannot participate. He did not want to see that pressure put on the students to make up the difference. Mr. Seltzer concurred stating that what Mr. Conway described was happening now and the District wanted to take that responsibility from them. The District is looking for creative ways to do that, e.g., stadium sponsorship, having Boosters pay for equipment, etc. The goal is to decrease how much parents and students are paying for coaches.

Discussion ensued about the lack of diversity in the coaching staff at OPRFHS or other schools. Mr. Stelzer stated that the Board of Education's goal is to hire minority teachers, and staff and that is just as important for athletics; it is important for young teachers to be involved in the coaching process. Examples of where diversity has been accomplished are Saleema Rogers who is an assistant coach for Varsity Field Hockey and Lyle Shirley who is an Asst. Coach for Varsity Boys' Lacrosse. In addition, a head coach and assistant coach evaluation process has been instituted this year. Mr. Rouse was involved in the process and coaches have more accountability. Mr. Stelzer said that too many coaches are outside coaches; they do not teach in the building. More internal personnel are needed. He believed that when students see their teachers reacting differently, it helps them in all parts of their lives, including their academics. Ms. Patchak-Layman asked for a Board of Education report as to how many students were repeat students by gender, grade, etc to be presented regularly. She wanted it as a regular Board of Education report. She asked also about the five new stipends proposed. Because the cost of the five new stipends will continue to rise, Ms. Patchak-Layman asked where the District anticipated getting the dollars. The dollars spent to pay these before were paid for out of fundraising dollars and those dollars did not conform to the regular stipend schedule. Mr. Stelzer stated that these stipends were not the same as regular coaching stipends. Swimming camp pays its stipends from the money it raises. Some sports fees might have to be raised minimally, but a majority will not be raised at all. Soccer camp is for children ranging from the sixth grade level to the high school level, so in some ways stipends are being subsidized, just as is the case with swimming. This is considered a summer camp activity and they would participate even if they were

not high school students. For Ms. Patchak-Layman, it is about balancing sports with the other activities in the school. Without being able to see the other activities and see the number of participants involved, she found it difficult to spot budget without seeing the activities and desires of the other programs at the school, both academic and co-curricular.

Mr. Allen noted that spot budgeting focuses on different aspects at different times. It helps the Board of Education focus on specific areas, rather than go through the entire budget in one sitting. Ms. Patchak-Layman noted that approximately thirty-three percent of the students are involved in sports program. She suggested that perhaps the intramural program should have more emphasis or increase participation in other areas. The concern is that when the stipends are being taken care of by the District, it is then accountable for those dollars. She asked: Where do the dollars come from? How were they paid? How will they impact the school? Where should the sports program be in terms of participation and dollars? Do students have to compete or could they be in intramural programs? Dr. Lee shared the same concern about things coming to the Board of Education in a piecemeal fashion. His concern was what would be cut to make room for something else. The District has not been faced with that situation and there are no easy answers on how to do that. Ms. Witham replied that she recently saved \$235,000 in health insurance, \$50,000 in the leasing of copy machines, \$700,000 in the bond and interest fund, etc. She looks for large savings so that programs do not have to end.

### **Construction Update**

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the addition of air-conditioning to 34 rooms and 2 offices during the summer at a cost of \$240,000.

Mr. Zummallen presented a color-coded map showing all of the areas in the building currently not air conditioned. He stated that the two fan units scheduled for replacement during the summer of 2010 service most of the areas in the school that are not air-conditioned, except for bathrooms, hallways, locker rooms, swimming pools, and the West Gym 1, etc. The two fan units would allow the marked rooms to be air-conditioned at an additional cost of \$240,000. Air-conditioning the other areas could be considered during the replacement of the fan units that service those areas.

Discussion ensued about this project. In some instances staff and programs will have to be relocated during the summer. All of the bid documents will be reviewed for completeness so that there are no costly change orders, etc.

Mr. Conway asked if there were any long term plans for technology, screens, in the classrooms, etc. Ms. Witham noted that all labs will have access to all technology. Mr. Carioscio will review the plans for each wall and decide what technology should be there for the long-term plan.

The rooms to be air-conditioned have exterior walls. The new ventilators to be installed can be controlled electronically and individually. If a single classroom is used, it can be heated or air conditioned separately without putting on a chiller or boiler. When asked

about the cost of this equipment versus centrally air-conditioning the entire building, it was noted that the ductwork will not accommodate central air-conditioning. Outside air is necessary and previously the concrete tunnels were used for the flow-through of fresh air, but that is no longer possible under code. The cost to operate these units versus central air-conditioning the entire building would be the same. Over the next two years, discussion will continue on bringing air condition to the rest of the building.

Ms. Patchak-Layman noted that the District was balancing air-conditioning class rooms with reducing its costs. If the primary goal is to reduce energy efficiency, then this is not the way to do this. Mr. Zummallen stated that this needs to be done now as the District needs to bring in fresh air per the Code.

**Authority to Commence the Amended Budget 2009/10**

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the Resolution to Prepare the Amended Budget for fiscal year 2009-2010 at its regular January Board of Education meeting.

**Authority to Commence with Tentative Budget 2010-11**

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the Resolution to Prepare the Tentative Budget for fiscal year 2010-2011 at its regular January Board of Education meeting.

**Resolution to Abate \$1 million from the Working Cash Fund**

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the Resolution to Abate \$1 million from the Working Cash Fund to the Education Fund at its regular January Board of Education meeting.

This funding will be used for construction projects previously discussed.

**Resolution To Transfer \$1 million from the Educational Fund to the Operations and Maintenance Fund**

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the Resolution to Transfer \$1 million from the Educational Fund to the Operations and Maintenance Fund at its regular January Board of Education meeting.

**Order Calling a Public Hearing for the Intent to Transfer \$1 Million from the Education Fund to the Operations and Maintenance Fund**

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the order to call for a public hearing for the Intent to Transfer \$1 million from the Education Fund to the Operations and Maintenance Fund at the January 19, 2010 Special Board Meeting.

**Contracts between \$10,000 and \$25,000**

Ms. Witham provided the Finance Committee members with a list of contracts and purchase orders that ranged between \$10,000 and \$25,000 from July 2009 through January 2010.

**Monthly Financial Reports**

The Board of Education will be asked to approve the November 2009 Financial Reports at the regular January Board of Education meeting.

**Monthly Treasurers Report**

The Board of Education will be asked to approve the November 2009 Treasurers Reports at the regular January Board of Education meeting.

**Additional information**

Ms. Patchak-Layman noted that she received communication addressed to parents of high school juniors by a company selling life insurance. She was informed that a confidentiality clause exists in all contracts. That particular company is also not a vendor of OPRFHS. However, it was noted that the ACT/SAT organizations, Jostens, and the military do get student information.

**Adjournment**

The Finance Committee adjourned 8:59 a.m.