

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

Finance Committee Meeting Minutes
September 16, 2013

A Finance Committee meeting was held on Tuesday, September 16, 2013. Mr. Cofsky called the meeting to order at 6:00 p.m. in the Board Room. Committee members present were Thomas F. Cofsky, Dr. Ralph H. Lee, and Jeff Weissglass. Also present were Dr. Steven T. Isoye, Superintendent; Tod Altenburg, Chief Financial Officer; Michael Carioscio, Chief Information Officer; Nathaniel L. Rouse, Principal; Karin Sullivan, Director of Community Relations and Communications; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors included Sheila Hardin, Faculty Senate Executive Committee Chair; Robert Zummallen, OPRFHS Director of Buildings and Grounds; Kevin Peppard, community member, Robert Wroble of Legat Architect, and Terry Dean of the *Wednesday Journal*

Contracts/Renewal

Boom Entertainment Contract

The whole Finance Committee recommended that the Board of Education approve the contract for Boom Entertainment to provide DJ, lighting, sound, photo booth, draping and overall entertainment services at the October 5, 2013 Homecoming dance. Discussion ensued about insurance of the dances, which is covered under general liability clause.

Residency Compliance Officer Contract

The whole Finance Committee recommended that the Board of Education approve the FY 14 employment agreement and professional services contract for the Residency Confirmation Officers (RCO) at its regular September Board of Education meeting. The term of the contracts is for FY 2014. One position will be a 0.6 FTE and has an employment contract with an increase of \$2.46 per hourly increase retroactive to July 1, 2013. The other position will be a 0.4 FTE position. The recommendation was also to increase the monthly expense allowance for telephone and mileage from \$100 per month to \$150 per month.

Both contracts were updated after the attorney's review. Mr. Carioscio reported that the residency process includes support by two staff members in the registrar's office and the two compliance officers who job share for a total of 1 FTE. The RCOs do investigations/research on any questionable information provided by the families on the forms. That service is augmented with an outside vendor to provide additional investigators. The residency process changed for the 2012-13 school and went from August to April. It was noted that some of the costs and savings did not align with estimates as the school has not gone through a full cycle. Originally, the increased costs were to have been approximately \$30,000, but they were actually twice that because there were three events. The District will have a clearer picture when it has completed this cycle. The District estimated that time would be saved because approximately 30 to 35 lease verifications would not have to be processed monthly. While the contracts have been structured as "not to exceed," it is unsure what will be saved. Significant progress has been made in tracking the work of the RCOs. A significant change/improvement was made in now knowing where documentation is housed. This year the majority of residency was completed in May rather than August. Additional rigor was part of the process. Ninety families were questioned and they determined that they would not attend.

Discussion ensued. Mr. Carioscio stated that the District had reached the projected enrollment level in May and the new figures will be ready in October. He sensed that enrollment will be over the projections.

Presentation of Thrive Contracts - Alternate Learning Opportunity Law

The whole Finance Committee supported and recommended moving the 2013-14 contract for professional services between Thrive and OPRFHS District 200 for a Student Advocate to the Board of Education for approval at the regular September Board of Education meeting. The Board of Education had approved an intergovernmental agreement with West 40 related to the Alternative Learning Opportunity Law (ALOP). Because of the law the District's Alternative Learning Program (ALP) is designed with a full date of academic learning and it requires that the District have a Student Advocate. This position will be filled by a social worker contracted through Thrive. The contract contains suggestions made by the Board of Education in FY 12 including the contact information for both the school and Thrive, identified contract days, a section on background checks, and an increase of 2% overall as prorated based upon work calendar days not supported by staff.

Presentation of Thrive Contracts – Substance Abuse Counselor and Youth Therapists

The whole Finance Committee supported and recommended moving the 2013-14 contract for professional services between Thrive and OPRFHS District 200 for substance abuse counselor and four youth therapists to the full Board of Education at its regular September Board of Education meeting.

No further discussion occurred.

Presentation of Special Education Systems Transportation Contract

The whole Finance Committee recommended moving Hillside Academy (Special Education Systems Transportation) forward to the full Board of Education for approval as presented at the regular September Board of Education meeting. The term is the FY 2014 school year. Seven students will attend Hillside Academy this year versus the two full time and 6 partial year students last year and that is reflected in the cost. This reflects an increase of \$30,436.82.

Potential Consideration from Long-Term Facilities and Pool Committees

Last year OPRFHS had two committees examine aspects of its facilities. The pool committee worked with Stantec to determine feasible sites for the placement of a new pool given the curriculum and activities needs. The Long-Term Facility Committee looked at building usage given the projected enrollment in student population. The Pool Committee received the pool site evaluation within the building from Stantec. Based on the criteria the committee developed to assist in the process, the top three locations were the parking garage, the east pool and south gym location, and the west pool into the Field House.

The pool study was moved to the Long-Term Facility Committee. The architects met with coaches, faculty and staff in regards to the location of the pool. Through the discussion, it was evident that there were concerns with some of the locations due to the number of activities that may need to be relocated. Based on those discussions and a report given to the pool committee from the coaches, parents and athletes, the Long-Term Facility Committee discussed pool location options. The options included the parking garage, east pool and south gym or new construction at the tennis courts or adjacent to the visitor side football stands.

The Finance Committee members were asked to provide feedback on the two concepts that represent extremes based on classroom utilization for the report to the full Board on September 26. It will go to the FAC on October 7, 2013. One idea was to build classrooms so that there is a 62.5% utilization of classroom space or roughly a classroom for every teacher. The second concept was an 85% utilization where faculty share classrooms, collaborative student spaces, and collaborative/office spaces for faculty. No decision will be made at that time, but the FAC must take this into consideration as it formulates its recommendation(s).

Ms. Hennessey of William Blair will attend both the September 26 meeting and the October 7 FAC meeting and give presentations on how to pay for these projects, either through the fund balance with bonds or through the fund balance and a referendum. Mr. Wroble talked about the two considerations:

Concept C.1

- 85% room utilization (teachers share a couple of rooms)
- Approximate area of renovation: 167,000 square feet
- OME Early Cost Projection: \$40 to \$46 million
- Raw construction cost projection for discussion purposes. Contingencies, testing, general conditions, soft costs, etc., are not applied. Costs to be verified with phasing and final committee work product.

This would entail moving the main entrance, nurses, special education and support services to the athletic entrance area. A hall of history would be designed to celebrate the high school, create a student commons, and better address security concerns. Regular classroom space was determined to be approximately 750 sq. ft. Classrooms were generally located on the perimeter of the building so that they could take advantage of natural light. Both the second and third floor would include a faculty studio in the heart of the building which would provide office space or cubicle space for staff. A faculty studio would make it easier for students to find faculty. The focus too would be on creating collaborate space. A space for student collaboration or “think tanks” was provided on each floor as well. A diagram showed the teaching spaces that the school has presently as well as how many may be required as enrollment increases was provided.

Concept D.1

- 62.5% Room Utilization (teachers have one room as they do today.)
- Approximate area of Renovation: 80,000 SF
- New Pool Construction: 41,000 ST
- OME Early Cost Projection: \$45 to \$52 million +?.
- Raw construction costs projection provided for discussion purposes. Contingencies, testing, general conditions, soft costs, etc., were not applied. Costs would be verified with Phasing and final committee work product.

This would entail moving the main entrance but leaving first floor space basically the same. Again, on the second and third floor classrooms would be moved to the perimeter of the building and think tank spaces would be created. With this utilization, the building would have 6 more science labs, 7 more small classrooms, and 15 more regular classrooms.

It was noted that the District had two focus groups to which people could attend, but because of conflicting dates, there was low participation. Faculty had been involved in the early concepts but not in making decisions. Consideration is being given to doing site visits.

Questions:

- 1) In Concept C.1, does the pool cost include a demolishing and rebuilding or demolishing and new construction?
- 2) What is driving the design? What are the requirements? What are the gives and takes between the two designs.
- 3) How much of this plan is driven strictly by enrollment?
- 4) What is the reason for doing this? In order for the Board of Education to be able to say to the community that it wants to spend between \$40 and \$55 million to renovate this building it has to understand why.
- 5) From the enrollment projections done two years ago, five years with specificity, and then trend data, and even with the trend data, it looks as if enrollment might be a bubble and might decrease. If enrollment is driving much of this work, then the Board of Education must question if it makes sense to do the renovations at this cost. Is this being considered for a four-year time-frame?

- 6) From general knowledge, one member was supportive of collaborative spaces and a café, but asked what could be gotten for half the price. Should all of this be done? What could be accomplished for much less to get to 80% of the desired results?
- 7) If the school waited before doing any projects for 3 to 5 years, how would the District manage the interim period, etc.?
- 8) If enrollment is a key lever, when does the school need to do what?
- 9) Conflicting values relative to the pool are what type of pool, what size of pool and for what purposes would the pools be used? The site options would allow an 8-lane pool with a diving area at the end of the pool.

It was suggested that the Board of Education and the FAC tour the facilities, especially the pools as there was a need for repairs.

Dr. Lee noted that when he taught he wanted his own room and he believed many teachers may feel that way today. It is a serious cost issue.

Mr. Wroble presented four options for pool locations.

Option A: At the site of the present tennis courts. Bleachers, mechanical and covered parking would be on the first floor. Second floor would be stretch pool, pool support, covered parking for 80 cars, and the upper level would include tennis court. It would be a multi-story building with an 8- to 10-foot high fence.

Option B: At the site of the existing girls' pool. It would accommodate an 8-lane pool, but not a stretch pool. Probably the only area in the building that would be affected would be the dance room.

Option C: At the site of the parking garage. Garage would be demolished and a new pool and fewer parking spaces would replace it. It would be a multi-story parking deck with pool and gallery located next to it.

Option D: Move the playing fields to the north and build it adjacent to the visitors' side football stands. It would accommodate covered parking for 80 cars, pool support, and a stretch pool on the first floor, team room/batting cages, mechanical and pool bleachers on the second floor and the upper level would be the tennis courts.

One member questioned if each of these options had different cost structures. It was noted the costs are similar in all options.

The whole Finance Committee supported this discussion moving forward to the full Board at its regular September meeting.

Development of Future Meeting Schedule

All of the Finance Committee members agreed that it would meet at 5:00 p.m. on the Tuesday of the week before the Board of Education's regular meeting. The Technology Committee could then meet at 4:00 p.m.

Committee Structure Discussion about the Board's Roles and Processes

The Policy Evaluation and Goals Committee will recommend the way the Board of Education and committees will work. A calendar for the meetings will be brought forward.

Because of the smaller committee structure, a suggestion for the future was to add community members to the committee. Part of the reason for going to smaller committee was so that the Board of Education had input from experts in various arenas. While a concern was raised about having non-elected members in the decision making process, there was a question about that concern. Should the FAC have an issue, would it need to go first to the

Finance Committee to get to the Board of Education or could it go directly to the Board of Education? Dr. Isoye felt, because it was subcommittee, FAC could go directly to the Board of Education depending on timing. He will discuss this with Mr. Phelan. The administration and the Board of Education are trying to establish protocols. Questions have been raised about the long-term projections and how the variances between budgeting and actual during the last five years may play into the projections and whether the projections need to be less conservative. This may be a subject for the Finance Committee before the Board of Education discusses it. The Board of Education has asked a QRC and the ALT to have these discussions as well.

Presentation of Mass Transit Exclusion Board Resolution

The whole Finance Committee recommended moving the Resolution for the Mass Transit Exclusion for OPRFHS District 200 to the September Board of Education meeting for approval. School boards are required to submit a resolution each year that the public transit transportation exemption is utilized in lieu of the District providing free pupil transportation via District owned/operated or contractual transportation with a private carrier.

Debt Retirement

Mr. Altenburg reported that OPRFHS has the opportunity to pay off debt in December and save approximately \$1 million. This item will be tabled until Elizabeth Hennessey of William Blair can make a further explanation.

Presentation of Monthly Treasurer's Report

The whole Finance Committee recommended moving the Monthly Treasurer's Report to the full Board of Education at its regular September Board of Education meeting under the Consent portion of the agenda.

Presentation of Check Disbursements dated September 16, 2013

The whole Finance Committee recommended that the Board of Education approve the Check Disbursements dated September 16, 2013, at the Special Board of Education meeting immediately following this meeting.

Out of State Conference Attendance

The whole Finance Committee recommended moving Dr. Isoye's attendance at Out-of-State Conferences for approval to the full Board of Education at its regular September meeting, as his contract calls for any out of state conferences to be approved by the Board of Education. Dr. Isoye asked for permission to go to the following conferences.

Invitations for the MSAN Conference will be sent to all Board of Education members when available.

Adjournment

Mr. Cofsky moved to adjourn the Finance Committee meeting at 7:30 p.m.; seconded by Mr. Weissglass. A voice vote resulted in motion carried.

Jackie Moore
Secretary