

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

**Finance Committee Meeting Minutes  
March 16, 2015**

A Finance Committee meeting was held on March 16, 2015. Mr. Cofsky called the meeting to order at 5:01 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 Financial Officer; David Ruhland, DHR; Dr. Gwendolyn Walker Qualls, Interim Director for Pupil Support Services; Philip M. Prale, Assistant Superintendent for Curriculum & Instruction; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors included Sharon Patchak Layman, Board of Education member, Ronald Johnson, Director of Purchasing and Transportation, and Micheline Piekarski, Food Service Director; Tom McMullen of the Hay Group.

**Public Comment**

None

**Minutes**

Mr. Weissglass moved to approve the Finance Committee minutes of February 17, 2015, as presented; seconded by Dr. Lee. A voice vote resulted in motion carried.

**NIIPC Dairy Products RFP**

The Finance Committee unanimously recommended moving forward to the Board of Education the approval of the NIIPC Dairy Products RFP, as recommended by the administration, at its regular March meeting, as presented.

**NIIPC Juice Products RFP**

The Finance Committee unanimously recommended moving forward to the Board of Education the approval of the NIIPC Juice Products RFP, as recommended by the administration, at its regular March meeting, as presented.

Ms. Piekarski noted that these products have to go through rigorous tastings and that 85% of the students indicated that they liked these products.

**Grand Prairie**

The Finance Committee unanimously recommended moving forward to the Board of Education the approval of the contract extension with Grand Prairie Transit, Inc. at its regular March Board of Education meeting. The contract is for July 1, 2015 through June 30, 2016. The new contractual cost is \$1,366,387.50 per year. This is a negotiated savings of an overall decrease of 1.33%.

Because OPRFHS shares routes with other districts. Grand Prairie is being paid 2 times for one driver and one route. The District will now receive a discount on the amount it paid. With regard to the satisfaction and reliability of the company, Mr. Johnson had solicited teacher, parent and scheduler feedback which all proved to be positive.

### **Multifunctional School Activity**

The Finance Committee unanimously recommended moving the purchase of three Multifunction School Activity Buses (MFSAB) and one Special Education Yellow Bus from Midwest Transit Equipment of Kankakee, Illinois to the Board of Education for approval at its regular March meeting, as presented. The total contract price for all four buses is \$193,951. Note: federal regulations require that buses making daily drop offs must be painted yellow. This purchase will eliminate field trip contractual costs.

### **Athletic Uniform BID**

The Finance Committee unanimously recommended that the purchase of Athletic uniforms be moved forward to the full Board of Education for approval at its regular March Board of Education meeting as presented. Individually, these would not require Board of Education approval because they did not meet the threshold, but together they do. The total cost of the contract is \$28,722 and the term of the contract is from 7/1/2015 to 6/30/2016.

### **Textbook RFP for 2015-16**

The Finance Committee unanimously recommended that the Textbook Proposals be moved forward to the Board of Education for approval at the March 26, 2015 meeting, as presented. The publisher requirement is for both print and digital formats. The cost fits within the 5-year budget.

### **Comcast Internet**

The Finance Committee unanimously recommended that the Comcast Internet Services Contract be approved by the Board of Education at its special meeting on March 16, 2015. The term of the contract is for three years, but can be canceled by OPRFHS after 30 days written notice. The dollar amount is \$39,600 per year. The scope of the service is monitoring, maintenance, and delivery of internet service. Hopefully, the 1Gbs bandwidth will be sufficient to last 2 to 3 years.

### **Substitute Faculty Incremental Incentives**

The Finance Committee voted 2 to 1 to move bullet points 1, 3, and 4 in the proposal to provide incentives for substitutes forward to the full Board of Education for approval at its regular March meeting. The average number of substitutes used on a daily basis is 20 drawn from a common pool. When the need for more substitutes arises, it is difficult to find coverage. Thirty percent of the absences are created as a result of IEP meetings, administrative needs, etc. and 90% of the overall substitute need is covered by outside substitutes. The hope is that this incentive will encourage substitute teachers to work at OPRFHS over other schools. While a concern was raised about the amount of time teachers were out of the classroom, the administration is monitoring sub usage driven by the District's need for professional development, etc. To date, approximately \$300,000 has been spent on substitutes.

One member had recommended not moving forward until the District had 1) more specific data on utilization: employee versus administrative requests; 2) recommendations that focused on how to manage absences; 3) a recommendation regarding quality of instruction, rather than paying for longevity, paying for qualifications, so that it is truly an instructional day. That member was concerned that money was being thrown into a substitute pool to lure a more loyal substitute without addressing the real challenge. Another member concurred with those sentiments and added that another member felt that policies may need to be instituted to disincentive behavior such as taking 4-day weekends. Mr. Ruhland added that he was not inferring that people were abusing the system. Spring typically has higher absences and if nothing is done, the District will struggle to find substitutes. The administration continues to dig into the data, but the system does not easily generate it. One member wanted the policy that teachers are able to choose their own substitutes defended. The administration was asked to do further analysis.

### **Update on Hay Group Presentation Philosophy Study**

Mr. McMullen provided an overview of the implementation plan for the Compensation Philosophy Study.

1. Establish the foundation (2014-15) and details
2. Performance Management (2015-16)
3. Align performance management and compensation programs (2016-17)

Mr. McMullen reviewed the compensation positioning strategy and District 200's performance versus other NWPA schools in a variety of categories. Against core performance indicators, District 200 is performing between the median and 60<sup>th</sup> percentile of the NWPA peer group in overall ranking relative to State of Illinois schools (this needs to be confirmed), state test score composite, ACT test score composite and graduation rates. Attendance rates and average class size are lower than NWPA peers and the cost of delivering education is at the high end of NWPA peers. As such, the Hay Group recommended pay be targeted between the median to 60<sup>th</sup> percentile of the NWPA peer group for most non-faculty jobs. The next steps are:

- April 14: Preliminary review of recommendations with Finance Committee, job evaluation and market analysis, compensation structure and related administration processes, performance management program
- May 19: Final review of recommendations with Finance Committee with job evaluation and market analysis, compensation structure and related administration processes and performance management program,
- May 28: Review recommendations with the full Board of Education. .

Once the new Board of Education is seated, committees will change and it may be appropriate to do Committees of the Whole again. Note not all of the 20 districts provided faculty pay information but with data points, the District could get to the macro level total payroll.

One member felt strongly that this committee should recommend to the full Board of Education that this be a conversation for the full Board of Education, not just the Finance Committee. Forecast 5 was offered as another data source to study.

**Monthly Treasurer's Report**

It was the Finance Committee's unanimous recommendation to move the Monthly Treasurer's Report forward to the Board of Education for approval at its regular March meeting.

**Monthly Financials**

It was the Finance Committee's unanimous recommendation to move the Monthly Financials forward to the Board of Education for approval at its regular March meeting.

**Continued Discussion on Long-Term Facilities Plan**

A Special Finance Committee will be scheduled to talk about Long-Term Facilities Plan and the Fund Deficit Policy.

**Adjournment**

At 6:11 p.m., Dr. Lee moved to adjourn; seconded by Mr. Weissglass. A voice vote resulted in motion carried.

Submitted by  
 Gail Kalmerton  
 Clerk of the Board of Education