

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

**Finance Committee Meeting Minutes
January 13, 2015**

A Finance Committee meeting was held on Tuesday, January 13, 2015. Mr. Cofsky called the meeting to order at 5:07 p.m. in the Board Room. Committee members present were Thomas F. Cofsky (attended telephonically), Dr. Ralph H. Lee, and Jeff Weissglass. Also present were Dr. Steven T. Isoye, Superintendent; Tod Altenburg, Chief School Business Official; David Ruhland, Director of Human Resources; Michael Carioscio, Chief Information Officer; Sheila Hardin, Faculty Senate Representative, and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors included, Karin Sullivan, OPRFHS Director of Communications and Community Relations; Robert Zummallen, Construction Supervisor; Robert Wroble of Legat Architects; and Anna Gacke, Assistant Director of Food Service.

Minutes

Mr. Cofsky moved to approve the Finance Committee minutes of November 10, 2014; seconded by Dr. Lee. A voice vote resulted in all ayes.

Contracts

NIIPC, Food Service Bid

The Finance Committee members unanimously recommended moving forward to the Board of Education at its regular January meeting the following vendor awards for food. The OPRFHS Board of Education must approve these awards as it is the administrative District for the Northern Illinois Independent Purchasing Cooperative.

Groups of products to be awarded to the following vendors

Instant Potato Products to Basic American

Orange Chicken Products to Ling's

Cheese Filled Breadsticks to ConAgra

Egg Products to Cargill Kitchen Solutions

Bake Crafters will be awarded to the Frozen Bakery

Apple & Eve to will be awarded the 4oz and 6oz shelf Stable Juice

Country Pure will be awarded the 4oz shelf stable Vegetable Juice

Dannon will be awarded: 4oz Yogurt

General Mills will be awarded: Bulk Yogurt

Upstate will be awarded: 8oz Yogurt

Contract with Legat Architects

The Finance Committee members unanimously recommended moving forward to the Board of Education the approval of the contract with Legat Architects for work to be completed in the

summer of 2016 in the amount of \$229,226 and reimbursable fees of \$25,000. The fees are based on a total capital improvement budget of \$3,451,500 of which \$2,778,501 (not including abatement) is the projected general trades cost. Their fees and scope of work remains comparable to previous years.

Pekron Consulting

The Finance Committee members unanimously recommended moving forward to the Board of Education the approval of the Pekron Consulting Services for summer 2016 contract proposal of \$30,000 for asbestos abatement management services and \$3,000 in reimbursable expenses. This reflects a 50% decrease in management services from previous years because of the amount of asbestos has been significantly reduced in the building.

More bids will be sought from companies who actually do the work.

Mr. Altenburg noted that no contract with Henry Bros. would be brought forth for the summer of 2016 work, as there are fewer projects to be completed and OPRFHS has hired its own construction supervisor. Discussion ensued about the need for a construction management firm for the building of the pool. When a project reaches a scope of approximately \$35 million or more, typically, an architect, construction management firm, and school employee or owners' representative are involved.

It was suggested that the shift in model of outside construction management firm to in-house Construction Supervisor notation be made on the Construction Reconciliation Form to make it clear that Project management fees are eliminated in FY16 due to in-house role taking over those duties.

Other

Technology Budget Amendment

The Finance Committee members unanimously recommended moving the amendment of the technology budget to the full Board of Education for approval at its regular January meeting. The reason for the amendment is to allow resources to be purchased prior to the beginning of the next fiscal year so that IT can start its summer work a month earlier and which will help to avoid a crush of work before school starts.

This funding will be used for faculty, staff, and student devices, labor, and the wireless infrastructure. While the infrastructure work will continue in the future, it will not be at this magnitude.

Committee members requested a schedule of expenses to be included with the information that is forwarded to the Board of Education.

Resolution to Prepare the Amended Budget

The Finance Committee members unanimously recommended the moving of the resolution to prepare the amended budget to the Board of Education for approval at its regular January meeting.

Presentation to Commence FY 16 Tentative Budget

The Finance Committee members unanimously recommended the moving of the resolution to commence the FY 16 Tentative Budget to the Board of Education for approval at its regular January meeting.

Presentation of District Registration Fee for SY 2015-16

The Finance Committee members unanimously recommended moving the District Registration Fee for SY 2015-16 to the full Board of Education for approval as noted below.

<i>Description</i>	<i>Amount SY13</i>	<i>Amount SY14</i>	<i>Amount SY15</i>	<i>Amount SY16</i>
<i>Freshman</i>	\$50	\$50	\$50	\$50
<i>Sophomore</i>	\$220	\$220	\$220	\$220
<i>Juniors</i>	\$35	\$35	\$35	\$35
<i>Seniors</i>	\$70	\$70	\$70	\$70
<i>Pay to Play</i>	\$55	\$55	\$55	\$55

Sophomores pay a higher fee due to the Driver Ed fees.

Presentation of Instructional Materials Fees for 2015-16 School Year

The Finance Committee members unanimously recommended moving the Instructional Materials Fees for 2015-16 School year to the full Board of Education for approval as presented. The fee will remain at \$320 per year.

The administration envisioned exploring the cost of including devices in the Instructional Materials Fee in the future, as more and more online textbooks become utilized.

Presentation of Monthly Treasurer’s Report

The Finance Committee members unanimously recommended moving forward the Treasurer’s Report to the Board of Education for approval at its January 29, 2015 meeting.

Presentation of Monthly Financial Reports

The Finance Committee members unanimously recommended moving forward the Monthly Financial Reports to the Board of Education for approval at its January 29, 2015 meeting.

Additional Finance Matters for Committee Information/Deliberation

Mr. Cofsky recapped the status of the special topics the Committee had undertaken. They were:

1. Active with capital management tools
2. Request for incremental resources form is being used
3. Two open items:
 - a. Recommendations for the fund balance policy
 - b. Information regarding marginal deficit

Mr. Weissglass and Mr. Altenburg will resume this work, as the Pool Site Committee has been completed.

4. Discussion on capital projects or long-term facilities. The Strategic Plan team needs to be involved with this so that the work is not duplicated or negated. The Park District has a very useful and friendlier capital improvement plan, which was implemented 10 years ago. What the District needs to do to accommodate the growth is very important. Dr. Lee believes the Finance Committee should be more deeply involved. Presently, the Finance Committee is the de facto committee for facilities. He felt more discussion needed to occur about the needs of technology, computer labs, English classrooms, cafeteria space, etc., over the next 50 years, not just activities and athletics. He believes the District should not assume the most visible problem is necessarily the highest priority nor was it a part of long-range, facilities planning. It was agreed to bring the discussion of who else needs to be involved in this conversation to the February Finance Committee meeting.

Adjournment

At 6:00 p.m., Dr. Lee moved to adjourn the Finance Committee Meeting; seconded by Mr. Weissglass. A voice vote resulted in motion carried.

Submitted by Gail Kalmerton
Clerk of the Board