

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

Finance Committee Meeting Minutes
October 16, 2012

A Finance Committee meeting was held on Tuesday, October 16, 2012. Ms. McCormack called the meeting to order at 9:15 p.m. in the Board Room. Committee members present were Terry Finnegan, Valerie J. Fisher, Dr. Ralph H. Lee, Amy McCormack, Dr. Dietra D. Millard, Sharon Patchak-Layman, and John Phelan. Also present were Dr. Steven T. Isoye, Superintendent; Michael Caroscio, Chief Information Officer; Dr. Tina Halliman, Assistant Superintendent of Student Services; Amy Hill, Director of Assessment and Research; Philip M. Prale, Assistant Superintendent for Curriculum and Instruction; Nathaniel L. Rouse, Principal; Lauren M. Smith, Assistant Superintendent for Human Resources; Karin Sullivan, Director of Community Relations and Communications; Cheryl L. Witham, Chief Financial Officer and Treasurer; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors included Robert Zummallen, Director of Buildings and Grounds; Vernecia Davis intern at the University of Illinois, and Julie Lam, intern at Lewis University.

Construction Update

Mr. Zummallen reported that OPRFHS received the following grant monies:

August 24	\$32,680.45	From the Department of Commerce and Economic Opportunity (DECO) for the replacement of old fixtures in the Field House and 1 East and 1 West gyms.
October 9	\$27,887.50	From DECO to replace the lighting in the 2 North, 3 South, 3 East, climbing, Wrestling and Weight room gyms.

The benefits of the new T-8 Fluorescent lighting are lower operating costs, enhanced lighting quality, evenly distributed lighting, lower maintenance in ballast and bulbs, and instant on.

The Field House, 1 West and 1 East Gyms are now completed. The update of other areas will begin within the next two weeks.

Presentation of Rekeying Bid

It was the consensus of the Finance Committee members to accept the proposal from Stauber Hardware for the Building Door Hardware at a value of \$131,000 at its regular October Board of Education meeting.

Mr. Zummallen reported that the District had formed a key committee in April 2011 to study and map a new keying system for the building. District records indicate that a rekeying system had not occurred since the early 1900's, meaning that many copies of keys exist within the community, a fact that can compromise the security of the building. As such, the administration recommends rekeying the building with a system that tracks and limits access. The new system will provide better security, accountability, and cost savings. Mr. Zummallen met with DLT, BLT, ACT, Faculty Senate, Athletics, and Physical Education to receive information and establish rules and guidelines for the new system. This Grand Master System has an interchangeable core. The District's goal is to distribute the new keys in May. The old keys will be recycled. When questioned as to the large difference with respect to

the bidding, Mr. Zummallen explained that there were two parts to the bid, one for the hardware and one for the labor. The difference was due to the labor portion of the bid. The locksmith trades are not signatory to union trades. This was one situation where the PLA bid hurt the District.

Presentation of Infosnap Contract

It was the consensus of the Finance Committee members to approve the contract with Infosnap for an automated residency service for two years at its regular October Board of Education meeting as presented. It includes a one-time set up fee and an annual maintenance fee. Skyward highly recommends Infosnap even though it has a registration model. Demonstrations of this software were seen at conferences such as the ICE Conference, etc.

Infosnap will recreate the District's paper forms into online forms. Parents will be able to input their information at their convenience as it will be available 24 hours per day. The forms will be highly customized to the District. Parents will be informed as to their progress in the registration process via personal dashboard. While the annual registration process will change for the better, it will cost more than in previous years. Inputted information will be held until the information is reviewed. IT will be the intermediary report. Parents will need to check a box affirming their valid signature. An original lease could be scanned into the system, but we are not sure if we will implement this yet.

The District will assist families without internet access with kiosks, etc., but a paper option will be available.

Presentation of EAP Contract

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the renewal of the Advantage EAP contract for the term of November 1, 2012 to October 31, 2013. Employees are provided direct services and workshops through professional development, and the District has been extremely satisfied with their services and response to additional services.

The last page of the contract will be amended to reflect the date 2012 instead of 2021.

Aid to Needy Children Report

The Finance Committee members accepted the Aid to Needy Children Report with no discussion. This report provides a comparison of the numbers of student participating in the Free Lunch Program and the Reduced Cost Lunch Program from the 2010-11 to 2012-13 school year. The report also includes the number of students approved for payment plans for the District and Instructional Material Fees.

Residency Report

Ms. Witham and Mr. Carioscio were charged with residency duties as of July 1. The goal was to improve and streamline the process to ensure that the District performed an appropriate level of due diligence in verifying residency of its students. Incoming freshmen, transfer students and other students with residency issues were the focus. The administration and staff documented and refined the processes utilized. A residency attorney, additional clerical, and residency officer investigators were employed as well. The students were categorized in a database as follows: 18-month revisit, admission denied, cleared, database check, FSIUR/Surveillance, Homeless Contact, Incomplete File, Letter, No show, Not attending, RCO reports, Refer for dispute resolution, review, waiting for Board of

Education, and 10-day waiting. A description of each category and the number of students in each category were included in the report.

Four hundred five students out of the 582 students reviewed were cleared. The residency team met three to five times per week between mid-August to mid-September in order to move families through the residency process as quickly as possible. This process ensured that students are able to attend the appropriate school in the District in which they lived.

A significant change this year was the distinction made between students who had previously attended OPRF and those who had not. Under the School Code of Illinois, students who have attended have the right to a formal residency hearing. Students who had not attended previously were invited to an administrative hearing to tell the family's story and to clarify questions that the District had about the data obtained from public database searches and surveillance. Determinations about residency were made within 48 hours. Those students who had attended were able to have a hearing with a professional hearing officer. The District's attorney presented the District's position with testimony from the administration and the residency officer. The hearing officer makes the recommendation as to whether to accept the family's claim of residency.

Currently, only a small number of investigations continue: the students in question do attend school. A review of the homeless cases continues. The same level of due diligence is being applied to those families who are claiming homelessness. To challenge the homeless status, the District must schedule a hearing with the Regional Office of Education (RoE). Three students now fall into that category.

Triggers for ongoing investigations are lease expirations, returned mail, and/or complaints. Better communication and coordination along with the removal of schedules has limited opportunities for students to attend if they have residency obligations.

Through this process, the administration learned that during the peak periods, additional clerical and residency officer support is required, additional administrative oversight is required—48 hour turnaround, key components included a professional hearing officer and legal counsel, the attorney will present all residency issues, an inequity exists in the process as only residents with leases are checked annually, not homeowners, documentation submitted must be examined more closely in order to reduce opportunities for fraud, further refinement of the new residency database is required, and online registration software would be beneficial to the process.

The administration recommended purchasing an online registration tool, requiring all families to go through a residency check each year as part of the registration process, continuing to engage an attorney and hearing officer for hearings, continuing to use additional support for peak periods, continuing to document and improve the processes and procedures, reviewing the distribution between residency and registrar, and reviewing the distribution of duties within the registrar's office.

The Committee members appreciated this work. District 200 hopes to expand the sharing of information about siblings with Districts 90 and 97.

The District pursues 50 to 70 lease expirations per month. Families are sent a letter shortly before the expiration of the lease to determine their status. The follow-up on that is significant. It is also not

equitable because homeowners are not required to provide information as to their status annually. Leaseholders are, generally, lower-income families. OPRFHS is perceived to be less equitable for African-Americans, minorities, or less fortunate families. Should a lease expire midyear and the District had not received the required residency information before the beginning of the next school year, the enrollment process will be put on hold.

The administration asked the Board of Education for instruction to develop a plan, which would include communications, software, process, etc. for the annual residency verification of all students. It was the consensus of the majority of the Committee members to give the administration the direction to move forward on a plan, but Ms. Patchak-Layman, Dr. Lee, and Mr. Phelan were concerned about how one would quantify the workload and the dollars associated with it. Mr. Phelan stated the process was not directed at minorities, and he did not want to spend \$1 million dollars to save \$500,000. Ms. McCormack supported an annual review because if it is determined that a student does not live within the District and must leave, it causes an immense disruption of his/her life. She felt an annual review would save heartache. Dr. Millard concurred, as residency is a parental issue for which the students have to pay the price.

Presentation of Levy Timeline

Ms. Witham presented the 2012 Levy timeline. The Preliminary Levy must be placed on display no less than 20 days in advance of adoption. The Board of Education will adopt the 2012 Levy at its regularly scheduled Board of Education meeting on December 20, 2012. A truth in Taxation Hearing will be held at the regularly scheduled Board of Education meeting on December 20, 2012.

District 97 Administrative Headquarters at District 200

Discussion ensued about the suggestion that Ms. Patchak-Layman brought forward at the September 27 Board of Education meeting of hosting District 97's administrative headquarters. Ms. Patchak-Layman offered this idea because District 97, alone, was an educational experience. Originally, the requirement was for 20,000 square feet. OPRFHS and District 97 have many commonalities, e.g., technology, printing, reception, and two people could work in that same space. She looked at unit spaces blending with existing spaces, kitchen and eating space, as well. She felt this concept was similar to that of having defined computer labs versus computer carts. She felt there would be opportunities for clustering. In her review, educationally, it is ideal to have the ability to share ideas and resources and to combine activities. She felt if all worked together, the transition from elementary school to the high school could be seamless. She was also concerned about the community spending \$6 million dollars on an addition to Village Hall to accommodate these entities.

District 97's Board of Education president told Mr. Finnegan that District 97 had collaborated with the Park District and that the space requirements would have to accommodate 55 people--40 for District 97 and 15 for the Park District. If OPRFHS could accommodate that need, District 97 would consider it.

Ms. Witham referenced the increased enrollment projections as stated in the Ehlers report. Actually, enrollment this year was higher than what Ehlers had projected. Legat completed utilization and capacity report of the District, as enrollment is projected to increase to 3,900 students. Legat determined that the District could accommodate 3900 students if it changes the utilization of the building. Classrooms would have to run at full capacity. The District would look at collaborative office space, larger class sizes, etc. Currently staff struggles to find meeting space, areas for

technology, etc. Classroom space would have to be reconfigured for District 97 and the Park District. Ms. Witham also felt the student experience must be considered. Discussion ensued about having the Long-term Facilities Planning Committee review this suggestion. Ms. Witham stated that it would be outside the analysis of the school and would require additional time. Ms. Fisher suggested waiting for the analysis of whether the District will have problems in modernizing the building for future needs before exploring this further.

Dr. Millard was concerned about pursuing this considering District 97 had not asked District 200 to consider it. She felt this was a thrust to consolidate the schools. The idea is complex and even if space were found now, District 97 might be asked to move in five years. Mr. Phelan stated that other ideas have come to the administration by Board members and the entire Board never heard about them. It was the consensus of the majority of the Finance Committee members that no further exploration of hosting District 97 offices would occur, as much would have to be discussed before this idea could be vetted.

Presentation of Treasurer's Reports

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the Treasurer's Report at its regular October Board of Education meeting.

Presentation of the Check Disbursements & Financial Resolutions

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the Check Disbursements and Financial Resolutions dated October 16, 2012 at its Special Board meeting following this meeting.

Adjournment

Dr. Millard moved to adjourn the Finance Committee meeting at 10:27 p.m.; seconded by Mr. Phelan. A voice vote resulted in all ayes. Motion carried.

Terry Finnegan
President

Amy McCormack
Secretary