

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

**Finance Committee Meeting Minutes
June 18, 2013**

A Finance Committee meeting was held on Tuesday, June 18, 2013. Mr. Cofsky called the meeting to order at 8:42 p.m. in the Board Room. Committee members present were Thomas F. Cofsky, Dr. Steven Gevinson, Dr. Ralph H. Lee, Dr. Jackie Moore, Sharon Patchak-Layman, John Phelan, and Jeff Weissglass. Also present were Dr. Steven T. Isoye, Superintendent; Michael Carioscio, 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; Cheryl L. Witham, Assistant Superintendent for Finance and Operations; 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; Ronald Johnson, OPRFHS Purchasing Coordinator; Robert Zummallen, OPRFHS Director of Buildings and Grounds; Randy Braverman, OPRFHS Director of Security; Thomas Becvar of Advance Disposal; and Ronald Suokko of Securalex.

Contracts/Renewal

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the following contracts over \$25,000 at its regular June 27, 2013 Board of Education meeting, as presented.

- Contract with P. Woytek for Evaluations and Therapy Services
- Contract with T. Kinsey for Evaluations and Therapy Services
- Contract with The Comprehensive Group for Evaluations and Therapy Services
- Contract with Henry Bros.
- Contract with Legat Architect
- Annual Renewal of Property, Casualty, Liability and Workers' Compensation

Note: The District is renewing the first three contracts. The construction contract refers to work for the winter 2014 and summer 2015. The Long-Term Facility Planning Committee is considering projects that would start after summer 2015.

The only changes to the contracts from this year to last year included an increase in the percentage of construction costs and the timeline. Next year the projects will run through winter break.

The differences in the contracts for T. Kinsey from last year to this year are: 1) this's year contract is for 2 days per week or \$33,670 versus last year's contract of \$40,000 due to a reduction in demand, and 2) last year's rate was \$64 per hour versus \$74-75 per hour this year as Mr. Kinsey was new to the District. The market rate is \$74-\$75 per hour. Contractual social workers are assigned overload work, which usually does not require employment of another full time person. Dr. Halliman will monitor this work closely next year and assess the need to hire another full-time social worker. Ms. Patchak-Layman questioned the legality of contracting out for services that mirrored services provided by full-time personnel. Contractual workers do specialized work for the District; they work with new students to special education and parochial school students. The Board of Education was amenable to having the District submit additional requests for funding if needed rather than leaving blanks in the contract. Inconsistencies occur in the minimum and maximum ranges in the contracts. Social workers have the ability to substitute day time hours with night time hours. Section 2A referenced missing appendixes and 3A references the cap.

RFP's/BIDs

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the following RFP's/Bids awards at the regular June 27, 2013 Board of Education meeting, as presented.

- Award the Refuse Bid to Waste and Recycling Service to Advance Disposal. Mr. Becvar assured OPRFHS that this was a win-win for Advance Disposal and OPRFHS.
- Award the Xerographic Paper Bid to Midland Paper
- Award of Building Security Bid to Securatex. The high school is wants to use internal staff differently. Mr. Braverman will train the staff to work with students.

Intergovernmental Agreements (IGA's)

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the following IGAs at its regular June 27, 2013 Board of Education meeting, as presented.

- Amendment to the District 97 Food Service Intergovernmental Agreement for the school years 2013-14, 2014-15 and 2015-16.
- Intergovernmental Agreement for West 40 to manage the Regional Safe School Programs Grant for the 2013-14 school year.

The address for West 40 is 605 N. Hillside Ave., Hillside, IL. The District has not discussed with West 40 a larger facility or has asked for more slots for students.

Discussion of Amendment of TIF

The Village of Oak Park had asked the District to agree to an amendment to the Oak Park Downtown Settlement Agreement of 2011 which allowed the TIF to remain in place, and after the Village had paid its existing debt, any additional revenues would be paid equally among the taxing bodies. At that time, an exception occurred for the properties at Lake and Forest where there was a development plan. The District had agreed to allow the Village to use those revenues to develop those vacant properties, which were drawing little in property taxes at the time. If developed and the TIF ended, the District would benefit from taxes on the developed property. The Village of Oak Park would like to develop a number of parking lots in the downtown area and is looking to entice developer dollars. The Village approached Mr. Phelan and Bob Spatz of District 97 about this possibility. Between now and the June 27, 2013 Board of Education meeting, correct pin numbers of the properties will be received. At the time of the 2011 agreement, District 200 had said it would be open to other opportunities such as this if they arose.

Ms. Patchak-Layman noted that the difference between this request and the one on the Forest & Lake properties is that the Forest and Lake properties had no obligation. These additional properties do have debt, and the Village is paying that debt out of its General Obligation Fund. The debt includes but is not limited to purchase and demolition of the COLT building and then resurfacing it at a cost of approximately \$10 million. Thus, more money is being borrowed to develop these properties, and that should be reflected with the property. IF so more dollars would come to the District. The Village is able to sell bonds because it is Home Rule. In addition, it receives funds from that surplus that is not attributed to the TIF. The Village has significant dollars to develop the property.

Mr. Phelan stated that this was a time of cooperation among the taxing bodies and if no deal occurred additional property taxes would not be forthcoming. District 97 has also agreed to this.

It was the consensus of the majority of the Finance Committee members to bring forward to the Board of Education an amendment to the 2011 TIF Agreement at its June 27 Board of Education meeting for approval. A copy of the amendment will be distributed.

Security Doors

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the installation of security doors in the Welcome Center at the Special Board Meeting following this meeting. The cost will be approximately \$68,000. Security Staff in this area will be reassigned.

While this may not be a long-term solution, the installation will affect management access and control in emergency situations. In addition to the doors, there will be a locked area with a card reader and a buzzer system tied to it and security staff is receiving additional training in order to be better at the job. The doors will be locked after 8:00 a.m. and opened after 3:00 p.m. Students entering after 8:00 a.m. will go through the Welcome Center and then to the Attendance Officer. After 3:00 p.m., other safety measures will be in place. The Long-Term Facilities Plan Committee will make a presentation to the Board of Education in the fall, and a recommendation may be to move the Welcome Center.

Other concerns noted were:

- 1) The length of time it takes to get IDs when entering the building;
- 2) Significant communication to parents and students about this installation should be sent out because of the high fear level and the solution may raise anxiety. People must understand that it is beneficial and that most schools do have a system like this. Every school that Henry Bros. builds or renovates now has security entrances.
- 3) One member expressed relief upon learning that this was to continue as a Welcome Center versus security central.

Indoor Air Quality Program

In December of 2012, under guidelines from the Environmental Protection Agency and direction from Buildings and Grounds (B&G), an indoor air quality committee was formed. The functions of the Indoor Air Quality Committee are to help students and staff be aware of the EPA and District management plans. A plan will enhance a cleaner and healthier working and learning environment. B&G is now testing and electronically recording air quality. During the past four years, the District has improved air quality by replacing some of the aging heating, air conditioning and ventilation units with new and updated technology. These changes have proven not only to be a cost savings but to increase fresh air brought into the classrooms. The replacement lighting in many classrooms emits less CO₂ and provides better lighting.

The next phase of the program is to provide direction to staff and students via a new management plan, which will reduce the levels of indoor air pollutants through preventive measures such as routine maintenance activities, periodic building evaluations, inspections, and IAQ specific policies. Recording air quality test results in classrooms and offices can help prevent future issues. The EPA website <http://epa.gov/iaq/schools/actionkit.html>.

The Indoor Air Quality Committee is asking the Board of Education to approve the Indoor Air Quality Management plan at its regular June Board of Education meeting.

A question arose as to the amount of staff time this would take. The Indoor Air Quality Plan costs the District nothing. The Committee will continue to meet two or three times per year for approximately eight to ten hours to follow a checklist. Hopefully, this will have an effect on the culture of the building

Energy Star Rating

In 2009, the District started replacing old and inefficient heating, air conditioning and ventilation units. The District has also been replacing old T-12 lighting fixtures and ballast. Beginning in 2013, newer and more energy efficient bathroom fixtures will be installed. This installation will also help with air quality. All necessary documents have

been submitted to Energy Star since 2009 in order to qualify for an Energy Star-rated building designation. The criteria used to qualify for this designation are energy performance, Thermal comfort, indoor air quality, and luminance levels.

OPRFHS received notice of qualifying as an Energy Star efficient building in March 2013, having scored 97 out of a possible 100. The documents were certified by the mechanical engineer and submitted to the EPA. Mr. Zummallen directed Committee members to look for the Energy Star symbol in the main entrance in the near future.

Presentation of Tentative Budget FY '14

No presentation was made.

Presentation of Monthly Financial Reports

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the Monthly Financial Report at its regular June 27, 2013 Board of Education meeting under the Consent portion of the agenda.

Presentation of Monthly Treasurer's Report

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the Monthly Treasurer's Report at its regular June 27, 2013 Board of Education meeting under the Consent portion of the agenda.

Presentation of Check Disbursements dated June 18, 2013

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the Check Disbursements dated June 18, 2013, at the Special Board of Education meeting immediately following this meeting.

Note: one check to Grand Prairie Transit was for inspection and the other for license. Also, AP Exams are paid for out of the student activity account as it is an activity that is in addition to a class.

Resolution for School Treasurer

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the appointment of Tod Altenburg as School Treasurer for a period of two years at the June 27, 2013 Board of Education meeting.

Bank Resolution

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve Tod Altenburg, OPRFHS Treasurer, to replace Cheryl L. Witham in the Illinois School District Liquid Asset Fund Plus at the June 27, 2013 Board of Education meeting.

Adjournment

Mr. Cofsky adjourned the Finance Committee meeting at 10:35 p.m.

Jackie Moore
Secretary