

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

**FINANCE COMMITTEE MEETING**  
Tuesday, May 19, 2009

A Finance Committee meeting was held on Tuesday, May 19, 2009. Chair Allen called the meeting to order at 7:34 a.m. in the Board Room. Committee members present were John C. Allen, IV, Jacques A. Conway, Terry Finnegan, Dr. Ralph H. Lee, Amy McCormack, and Sharon Patchak-Layman. Also present were Dr. Attila J. Weninger, Superintendent; Jason Edgecombe, Assistant Superintendent for Human Resources; Cheryl L. Witham, Chief Financial Officer; Jack Lanenga, Assistant Superintendent for Operations; and Gail Kalmerton, Executive Assistant/Clerk of the Board.

Visitors included Kay Foran, Communications and Community Relations Coordinator; Doug Wiley, OPRFHS Supervisor of Finance; Tim Keeley, OPRFHS Purchasing Coordinator; Robert Zummallen, Director of Buildings and Grounds; James Paul Hunter, OPRFHS Faculty Senate Executive Committee Chair; John Stelzer, Athletic Director; Micheline Piekarski, Food Service Director, Bernie Heidcamp, Linda Carlson, OPRFHS Wellness Committee.

**Wellness Committee Report**

Ms. Witham explained to the Finance Committee members that the State of Illinois passed a law requiring school districts to adopt a wellness plan. As such, the Board of Education adopted Policy 3700, Wellness. While the law did not identify the specific guidelines for schools to adopt, the District's Wellness Committee recommended the adoption of the guidelines provided by The Alliance for a Healthier Generation (Alliance) and it established a wellness plan.

Ms. Witham felt the committee needed to communicate with certain stakeholders, evaluate the impact of the Alliance's guidelines on those individuals/programs, and adjust the plan accordingly. Ms. Witham provided a communication plan for the Finance Committee's review. The Board of Education will need to make a decision concerning the recommended guidelines and the final implementation of the proposal, which would include a change in food provided within the building, for adults and students, during school hours. The regular hot lunch program meets the federal guidelines as required by the Free and Reduced Lunch Program and would not be required to meet the stricter guidelines of the Alliance, as those guidelines are for ala carte items only. Implementing the Alliance guidelines may have unintended results, which may include fewer students eating on campus and/or potentially a Food Service program that is no longer cost neutral to the district.

The Food Service program has already eliminated all fried foods, hard candies, and carbonated beverages for students. Most of the products are now low fat, all bread

products are now whole grain, serving sizes have been reduced, salad bars and fresh fruits have been increased, and healthier products/snacks have been introduced.

Other members of the Wellness Committee also submitted information to the Finance Committee, which included

1. State of Wellness at OPRFHS
2. What the Alliance for a Healthier Generation Standards Mean for Us
3. Anticipated Impact of the Wellness Committee Initiatives on Food Service Department
4. Section 204 of Public Law 108-265
5. Wellness Policy 3700
6. Wellness Committee Plan of Action
7. Wellness Committee Plan of Action With Dates
8. "Ten Steps to a Healthier Day" Student Planner Insert
9. Community Brochure
10. Student Brochure (unfinished)

Ms. Witham suggested that the Finance Committee members consider the following topics.

1. The choice of Alliance for a Healthier Generation Guidelines, the National School Lunch and Breakfast Federal Guidelines or another guideline.
2. Food for adults in the building and the Board of Education
3. Impact on the Food Service Program and policy 3535
4. The Communication Plan and impact on other stakeholders
5. Measures of Success
6. Timing of implementation, presently set to be Fall of 2009
7. Evaluation period and reports to the Board of Education

Mr. Heidcamp stated that the Alliance originated from the American Heart Foundation and the William J. Clinton Foundation and now partners with the Robert Wood Johnson Foundation, many major food and beverage companies (from Kraft to Coca Cola), as well as many major medical associations (from the American Academy of Pediatrics to the American Dietetic Association).

Mr. Heidcamp reviewed the Alliance's standards/guidelines. There is also a hard number for the maximum amount of sodium (usually 230 mg) and total calories (usually 200 mg). Foods must have no trans fats. Additional restrictions were included in the packet. The committee recommended that the standards be applied to all food sold in the building. The Alliance guidelines were chosen because they received the most support from the committee, because of its stricter standards. The Committee spent much time researching guidelines and it created a spreadsheet showing if the foods met the guidelines.

Districts 97 has implemented guidelines, but not the Alliance's guidelines. District 90 does not have a national lunch program so it is not required to have a wellness committee or a policy.

Approximately 85 percent or 2400 students eat at the high school daily. Ms. Piekarski predicted that there could be a dramatic drop in that number if the Alliance guideline were implemented. A reduction of patronage occurred after the high school eliminated all fried foods and provided just whole grains. These guidelines would affect all food served during the day in the building. Ms. Piekarski predicted that revenue would decrease by \$91,000. This would mean that the serving lines would go from two to one in the Student Café or from four to three in the Staff Café, but service to District 97 would continue.

When asked if there might be an expectation that the federal guidelines would catch up to the Alliance guidelines, Ms. Piekarski replied no, because this has been a topic for three years. The State tries to have guidelines for everything including a hot lunch program. It provided standards for elementary schools but not for high schools, as high school students generally make their own decisions. Also of note is the fact that OPRFHS has an open campus. Mr. Heidcamp follows national policy and has no idea realistically if it will happen, but the deputy director is now very big on school wellness, so there is the potential for movement. Dr. Lee asked what was the high school's responsibility and ability to set standards for high school students.

Mr. Heidcamp noted that the Wellness Committee was extraordinary in the changes it tasked itself to do and it will take much more effort, including a public relations campaign and a desire to measure its effectiveness. Speaking as an active Wellness Committee member, the committee cannot and should not take on those two endeavors because it is both too important and too much work to be seen as coming from such a small group. If it is important to the school, the administration, the Board of Education needs to make it a priority by including it in someone's job description. In order for this program to be successful, it needs more than a volunteer committee that meets once a month. Communication can eventually occur with different groups, but for this to be successful; one must communicate the reason for its implementation, why the choices are beneficial, and the fact that everyone can enjoy food options available under the Alliance's guidelines and standards. When one goes to a vending machine to buy food, he/she buys it because he/she knows that brand. If the school brings in a brand that no one has heard about, how would he/she make the choice?

Mr. Finnegan was concerned about the lack of communication with other groups and was worried that the program would not have the desired outcome. He liked the idea of sampling, as a way to begin implementation.

Mr. Heidcamp felt there would be two levels of standards to determine if the program were succeeding or failing: 1) Food Service would be able to continue to be self-sustaining; and 2) students would make healthier food choices and adjust their eating habits based on these standards. Mr. Heidcamp recognized that this was uncharted territory and he did not feel the communication to particular departments would be a reason to delay the program, however, the communication with students will be ongoing

and a challenge. Many smaller schools have similar programs, but there is no model to follow and the school must be flexible.

Referencing measurements, Mr. Allen asked if every student who took gym would be given an opportunity to be weighed. Ms. Carlson stated that it was complicated to use weight as a measurement because of “x” factors. The school is trying to educate the students in the food area, provide positive options, and help them make positive choices. The school, however, cannot control what students eat in the morning, or whether they exercised, etc. She suggested the measurements of success be: 1) is the school making money, and/or 2) are the students making positive choices.

Ms. Patchak-Layman added that OPRFHS would not be doing this in isolation, as both Districts 90 and 97 have a similar program; this would be a cumulative effect, a continuation of those changed habits. The high school would be “piggybacking” on the strengths of the elementary schools.

Noting that this was one of the many important issues that the Board of Education could discuss, Dr. Lee wondered if the Board of Education could expect to explore every important issue with this detail.

Ms. Piekarski chaired the Wellness Committee. Of the original nine members, three remain. The vote for implementing the Alliance guidelines was 7 to 2 two years ago. Ms. Piekarski stated there were few secondary school guidelines and schools were developing their own guidelines.

When asked about the benefit of the revenue from the District 97 lunch program, it was explained that OPRFHS does receive revenue, but it is not because OPRFHS is using the revenue to supplement the food service program at the high school. Economies of scale do exist and the cost structure contains a slight profit, the replacement of equipment, and a breakeven structure of economies of scale in food purchase.

Mr. Allen suggested scheduling a discussion of the Food Service Department in the summer. Ms. Patchak-Layman suggested asking Student Council for its help. In response to the question as to whether the Committee had discussed what the school should do if the students went off campus, Mr. Heidkamp replied no.

Mr. Allen was appreciative of the work done; it was thoughtful and he suggested sending it back to the Wellness Committee to discuss the points made today. The Finance Committee looked forward to the next report and to more detail. The Wellness Committee should not proceed, as he was concerned about the measured success. If one cannot measure success, one cannot manage it. Ms. Patchak-Layman noted that she was concerned about delaying the implementation of having healthier foods.

The Wellness Committee was asked to do the following:

- 1) A measure of wellness that can be tracked;
- 2) Participation and profitability;

- 3) Engage Student Council; and
- 4) A communication plan

Ms. Piekarski noted that the Committee had tried to get continued participation from the students, including Student Council, but the interest waned. Ms. Patchak-Layman suggested 1) going to Student Council's meeting and 2) talking with students in the Foods and Nutrition classes.

### **Acceptance of Minutes of April 21, 2009 Finance Committee Meeting**

It was the consensus of the Finance Committee members to accept by acclamation the minutes of the April 21, 2009 Finance Committee meeting, as presented.

### **Skyward Software Proposal**

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the Skyward Software Proposal at its regular May Board of Education meeting. There were no further comments or questions from the Finance Committee members.

### **Agile Mind Contract Renewal**

It was the consensus of the Finance Committee members to recommend that the Board of Education renew the Agile Mind Contract at its regular May Board of Education meeting. There were no further comments or questions from the Finance Committee members.

### **Stimulus Package IDEA, Plan B and Title I Federal Grants**

Finance Committee members were informed that the federal government's stimulus funding for the school would be available as part of the American Recovery and Reinvestment Act (ARRA). The government used four guiding principles regarding these funds. They were:

- 1) Spend quickly to save and create jobs;
- 2) Ensure transparency and accountability;
- 3) Thoughtfully invest one-time funds; and
- 4) Advance effective reforms.

Using these principles and those of the ISBE, OPRFHS plans to use the ARRA IDEA and Part B funds of \$864,589, as follows:

- Purchase hardware and software to support Special Education students and classrooms, as well as to improve tracking of student information.
- Fund service-providers to provide physical/occupational therapy, auditory services, social work, and psychologist services.
- Contract for group counseling services for Special Education students.
- Fund parent seminar on transitional planning for students with significant cognitive disabilities.
- Provide professional development for all faculty on tiered instruction.
- Provide release time for an external coach to develop delivery systems for multi-tiered interventions.

- Fund construction in the Adaptive PE facility and provide a lift for access for special needs students to the fourth floor center hallway.

Using these principles and those of the ISBE, OPRFHS proposes to use the ARRA Title I funds of \$84,574 as follows:

- Expand reading pullout program piloted this school year. ARRA Title I funding will cover two periods of reading pullout targeting ninth grade student reading below grade level.
- Continue to support supplemental educational services and professional development activities according to federal guidelines.

It was noted that the stimulus funding was for one year with carry over rules of ten percent for IDEA and fifteen percent for Title I. While no specific monitoring has been defined, specific account codes must be used. Dr. Weninger noted that some dollars were earmarked for personnel and there had been clear direction that those personnel costs would not continue once the dollars went away. Mr. Prale added that in conversation with Dr. Gevinson it was decided that if tracking the students worked, a discussion would occur as to how to continue that function. It was explained that there were four sections of the reading pullout program.

Ms. Patchak-Layman asked if these funds could be used to provide diagnostic services to students who were not classified as Special Education in order to understand them better. She suggested conducting a pilot. Mr. Prale felt it would be very time consuming for a person to administer the diagnostics, but the school could purchase the materials with these funds. The Independent Reading Inventory Test (IRI) was developed by OPRFHS and was used in the summer transition program. Mr. Prale stated that Mark Schinn, at RtI Conferences, stresses that time spent testing is not time spent teaching. Mr. Allen suggested finding a tool that works and one that can be used several times.

Ms. Cada added that since the discrepancy model will not be used after the next school year, as OPRFHS is looking at the interventions in place; it is a shift in paradigms. The school will not be working with Special Education, but in a preventative mode. Ms. Patchak-Layman sensed that one has to know the students in order to make the right interventions. She asked what preliminary diagnostic activity used with Special Education students could be used with regular education students. To her, the reading test was something that should happen later. First, one must know how a student processes information, does he/she needs glasses, is he/she dyslexic, etc., and then decide what type of program would be helpful. She asked if it were possible to use this money for a program that can be replicated when these funds are not available. Mr. Prale replied that a battery of test would take significant time. In addition, the current reading test would show if a student were dyslexic. Dr. Lee agreed with Mr. Prale that what OPRFHS was currently doing would provide the teacher with what he/she needed to know about the individual student. However, he questioned whether the information provided to the administration and to the Board of Education was about large groups of students in the process of thinking about the general direction of the programs being offered, and not the program being offered for the teacher or the student. That requires

information different from what the teacher needs. Mr. Prale felt that would be a good discussion for the Instruction Committee.

Ms. Cada said that the funding of current teacher aid salaries was shifted to the stimulus funding so that money from IDEA could be freed up for the purchase of a bus. While the purchase of a bus was not in the five-year transportation plan, Ms. Cada shared that due to a change in the law, some Special Education students would now graduate at the age of 22 and OPRFHS is adjusting its job programs and community service to the CITE Program. Another bus is necessary in order to move students from place to another place. ARRA funding prioritizes the saving of jobs and that is what OPRFHS is attempting to do.

Ms. Patchak-Layman the ARRA funding as a way to jump start student success, as her understanding was that OPRFHS had no dollars available for that endeavor. She asked if there were some RtI program that could be implemented for the entire school. Ms. Cada explained that the change of the job descriptions for the psychologists and the social workers was a perfect example of shifting the way in which they will work in the next two years. Their focus will be to work with the PSS Team and to work on interventions.

There was consensus for this item to be included on the June Instruction Committee meeting agenda. Mr. Rouse invited Board of Education input. Ms. Patchak-Layman asked if there were an opportunity for changing this proposal at this time. Mr. Rouse stated that the administration brings to the table some of the initiatives and has discussions with the Board of Education. This work began with the conversations on the School Improvement Plan. The deadline for submitting this grant is July 1. The administration was charged with constructing a plan and that is what it did.

Ms. Patchak-Layman asked for clarification about the following:

- 1) Were the suggestions listed in the report only recommendations to be considered by the Board of Education?
- 2) Where did these occur in the planning process, the Board of Education goals, and the School Improvement Plan? and
- 3) Why were these suggested and chosen and how did they fit with the District's overall goals?

Dr. Lee suggested that if a Board of Education member wanted to give input, he/she should provide it prior to the meeting in order to make the meeting more effective.

#### **SimplexGrinnell Contract for Fire Alarm Service**

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the three-year contract with SimplexGrinnell for software upgrades, training and servicing of OPRFHS four main fire alarm panels and mapping program at its regular May Board of Education meeting.

#### **SimplexGrinnell Contract for Wireless Clocks**

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the SimplexGrinnel Contract for Wireless Clock Transmitter and Generators at its regular May Board of Education meeting.

**Linden Street Fence**

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the contract with Fence Connection to install the fence on Linden Street at its regular May Board of Education meeting.

**Tennis Court Repaving**

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the proposal for the repaving of the tennis courts by U.S. Tennis Court Co. at its regular May Board of Education meeting. There were no further comments or questions from the Finance Committee members.

**Printing Services Contract Renewal**

It was the consensus of the Finance Committee members to recommend that the Board of Education renew the Printing Services Contract with Meck Printing with a 1.5% increase for one year at its regular May Board of Education meeting.

Ms. Patchak-Layman asked if the greening committee had looked into these projects and bids to see if there were ways to move from print or to reduce the amount of print in order to fulfill the goal of less paper. Mr. Lanenga responded no, that the Committee had not reviewed the projects. However, Dr. Weninger indicated that DLT has discussed putting more publications online and already has limited the number of copies for two publications.

**Office Supply Contract Renewal**

It was the consensus of the Finance Committee members to recommend that the Board of Education renew the Office Supply Contract with Quill Corporation for one year at its regular May Board of Education meeting. There were no other comments or questions.

**Xerographic Paper Bid**

It was the consensus of the Finance Committee members to recommend that the Board of Education award the plain copy paper to BOSS Online and the color, 3-hole and 11 X 17 paper to Murnane Paper at its regular May Board of Education meeting. There were no other comments or questions.

**Towel Service Bid**

It was the consensus of the Finance Committee members to recommend that the Board of Education award the towel service bid to National School Towel Service at its regular May Board of Education meeting. There were no further comments or questions.

**Yearbook Printing**

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the contract of the printing of the yearbook to Herff-Jones at its regular May Board of Education meeting.

Dr. Lee asked, given the enormous number of extracurricular activities in which the District is engaged, if it had adequately addressed the problem of staff members incurring legal obligations to the school district without the approval of the superintendent and/or the Board of Education. Dr. Weninger noted that the District had not engaged in a methodical process of identifying the staff members who are able to do this, but when they are known, it is addressed. In the future, staff would be informed of the process through department and division meetings. Mr. Keeley and Mr. Willey have visited with coaches about these issues. Mr. Allen suggested that there should be a consequence should that happens again.

Ms. Patchak-Layman asked why the current company had not bid on the contract. She was informed that the company was not at the pre-bid conference, a requirement. Ms. Patchak-Layman asked what the cost had been in the past. Mr. Keeley reported that last year the per book price was \$45.49 and this year it is \$33. However, the unknown is what the current company would have bid, as the market has changed dramatically.

#### **Bleacher Bid**

It was the consensus of the Finance Committee members to recommend that the Board of Education award the gymnasium bleacher bid to Irwin Seating at its regular May Board of Education meeting.

Irwin Seating meets all of the International Code Committee requirements. While the Greening Committee did not recommend this bid, it is LEEDS compliant. Ms. Patchak-Layman was happy to hear that it was LEEDS compliant, and asked about other bid requirements. Discussion ensued about the District's policy regarding purchasing. Ms. Witham stated that the policy does not address the LEED Standards or the award of bids to minorities or women. The District goes with lowest bidder and that bidder signs an equal opportunity affidavit. She continued that if the District needs to change its purchasing practices, the Board of Education should change the policy. This subject will be added to the docket of the Policy, Evaluation, and Goals Committee.

#### **Security Camera Bids**

It was the consensus of the Finance Committee members to recommend that the Board of Education award the security camera bid to Precision Control Systems of Chicago at its regular May Board of Education meeting.

It was explained that this approval was for new cameras, 16 cameras out of the 2009 budget and 16 out of the 2010 school year budget, as there is an economy of scale in buying 32. The District has 80 cameras for a one million square foot building. Mr. Zummallen added that when he was involved with the building of a new 300,000 sq. ft. high school, 200 cameras were installed. The placement of all OPRFHS cameras was chosen by security personnel and the Deans.

Students are aware of the cameras and they prevent inappropriate acts. The tapes are reviewed by the Deans when appropriate. The cameras are very useful in identifying

students and solve infractions. From Mr. Allen's past professional experience, he knew that security cameras were very useful.

#### **Approval of Thrive Counseling Center Contracts**

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the contracts with Thrive Counseling Center for four Resource Managers and a Drug Free and Safe School Counselor with an increase of 1.5 percent over last year's contract at its regular May Board of Education meeting. There were no further comments or questions.

#### **Approval of Prevailing Wage Resolution**

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the Prevailing Wage Resolution at its regular May Board of Education meeting. Mr. Allen asked that this be included on the regular agenda, not the consent agenda.

Ms. Witham informed Ms. Patchak-Layman that to verify whether the vendor was paying prevailing wage via asking for their payroll documents would be impossible for the present number of Finance Office staff to undertake. The vendors sign an affidavit stating that they are paying the prevailing wage. Mr. Finnegan was informed that all trade positions were union.

Ms. Patchak-Layman stated that the one category with questions is the category of landscaping, as there was a wide discrepancy in the bids. When the landscaping bid comes to the Board of Education in November that will be looked into more closely.

Ms. Patchak-Layman added that schools are required to accept the minimum bid, but it is not restricted from making further recommendations.

#### **Approval of Resolution to Transfer Funds**

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the Resolution to Transfer Interest from the Bond and Interest Fund to the Operations and Maintenance Fund at its regular May Board of Education meeting. There were no further comments or questions from the Finance Committee members.

#### **Approval of PTAB Resolution**

It was the consensus of the Finance Committee members to recommend that the Board of Education approve the PTAB Resolution at its regular May Board of Education meeting. This will allow the administration, in conjunction with the law firm of Franczek, Radelete, & Rose, the authority to file a Request to Intervene in Appeal Proceedings.

Dr. Lee attended an ED RED meeting and its focus was on how the appeals of corporate property taxes affected school boards. He asked whether it had an adverse impact on OPRFHS, as some districts were deeply concerned about this. He was informed that the taxing bodies had successfully worked together when a larger building such as the Oak Park Professional Building appealed its taxes. In some districts, Commonwealth Edison owns much land and those districts were concerned about how that land was taxed. Ms.

Witham was unsure of how much land Commonwealth Edison owned in these communities and that it had not been an issue here.

**Certificate of Recognition**

The Finance Committee members were informed that OPRFHS received the CERTIFICATE OF RECOGNITION from the Illinois State Board of Education. This is the highest category obtainable for the School District Financial Profile. Few school districts receive this distinction. This was an informational item only.

**Monthly Financial Report**

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the March 2009 Financial Reports at its regular May Board of Education meeting under the Consent Agenda. There were no further comments or questions by the Finance Committee members

**Treasurer's Report**

It was the consensus of the Finance Committee members to recommend to the Board of Education that it approve the March and April 2009 Treasurer's Reports at its regular May Board of Education meeting under the Consent Agenda. There were no further comments or questions by the Finance Committee members.

**Adjournment**

The Finance Committee adjourned at 9:45 a.m.