

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

**Finance Committee Meeting Minutes
February 18, 2014**

A Finance Committee meeting was held on February 18, 2014. Mr. Cofsky called the meeting to order at 5:02 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; 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; Sheila Hardin, Faculty Senate Executive Committee Chair; Robert Zummallen, Director of Buildings and Grounds; and Ronald Johnson, OPRFHS Purchasing and Transportation Coordinator; and Kevin Hooper, community member.

Visitor Comments

None

Approval of Minutes

Dr. Lee moved to approve the minutes of January 14, 2014; seconded by Mr. Weissglass. A voice vote resulted in all ayes. Motion carried.

Contracts/Renewal

Presentation of R&D Bus Contract Renewal

The Finance Committee supported moving forward to the Board of Education, at its regular February meeting, the administration's recommendation to approve a two-year contract extension instead of a two, one-year extensions with R&D Bus Company, as presented, for the term July 1, 2014 through June 30, 2016. The rate of \$41.50 per hour per bus is status quo for the first year, and in the second year, it will increase \$1 per hour per bus. The feedback from faculty and staff has been satisfactory with regard to the quality of service and reliability. Additional language to the contract includes late bus arrival penalty fees, early bus requirement fees, and a video monitoring fee. This contract covers curriculum field trips, etc., not special education routes. A \$5 fee gives the District access to videos when requested without having to go through the process of subpoenaing them. Discussion ensued about the results of the survey included in the packet. Note: the results of the survey were anonymous and one comment was considered an outlier.

Presentation of Theatre Drapery Bid

The Finance Committee supported moving forward to the Board of Education, at its regular February meeting, the administration's recommendation to award the Theatre Drapery Bid to North-West Drapery Service for approval. The main auditorium, little theatre and studio 200 drapery failed recertification on November 11, 2013 because the drapes did not pass the on-site National Fire Protection Association (NFPA) Small Scale Test as those draperies did not pass the fireproof testing and did not have the required Certificate of Flame Retardency. The cost will be \$41,228.00.

The drapes were taken down immediately upon notification that they had not passed inspection. This recommendation is the most cost effective decision as the old drapes were unable to be flamed treated.

Presentation of District Registration Fees

The Finance Committee supported moving forward to the Board of Education, at its regular February meeting, the administration's recommendation for the following District fees for the 2014-15 school year.

<i>Freshman</i>	\$50.00	\$50.00	\$50.00
<i>Sophomore</i>	\$220.00	\$220.00	\$220.00 (includes Drivers Education fee)
<i>Juniors</i>	\$35.00	\$35.00	\$35.00
<i>Seniors</i>	\$70.00	\$70.00	\$70.00
<i>Pay to Play</i>	\$55.00	\$55.00	\$55.00

While schools can charge \$350 for Drivers Education, OPRFHS only charges \$175. The fee reflects community sentiment and what the market will bear.

Presentation of Space Sharing Agreement with River Forest Community Center (RFCC)

The Finance Committee supported moving forward to the Board of Education, at its regular February meeting, the administration's recommendation for renewal of the Huskie Pup Child Care Center and the CITE Program space sharing agreement with the River Forest Community Center from July 1, 2014 through June 30, 2018. Informally, the District is aware of a high level of satisfaction by its users.

The RFCC has complied with the agreement to limit annual increases in fees to three percent (3%) or less. For 2014-15, the weekly rates will be \$275 for infants, \$260 for toddlers and two (2) year olds, and \$230 for pre-school children.

The RFCC holds spots available for teen parents by reaching out to counselors at the high school. Remaining language considerations are: 1) waiver of subrogation; 2) allowing parties to terminate the agreement; and 3) Section 1C, why a distinction between residents of the school district and the Township of River Forest.

Textbook Proposal for 2014-15 School Year

The Finance Committee supported moving forward to the Board of Education, at its regular February meeting, the administration's recommendation for approval of textbooks for the 2014-15 school year, as presented in the packet. The purchase value is \$247,765.31. A scoring model was utilized to determine the textbook that best suits the curriculum.

Responding to a question, the administration noted that while Amazon can be used to buy a single textbook or two, the District does not use it to purchase books for entire class. The District's process is an improved process, a more standardized way of rating books, involves teachers with the vendors, and secures better prices through leveraged buying. The Instruction Committee was not involved in this process because these books are a "refresh" to the curriculum or course. The District expects books to be relevant for seven years.

Other

Presentation of Change Request – Summer 2014 Construction Scope of Work

The Finance Committee supported moving forward to the Board of Education, at its regular February meeting, the administration's recommendation for approval the change request for summer 2014 construction work for an amount not to exceed \$267,778. Due to the design team, early bid process, and good bid costs, approximately \$260,000 was saved on the replacement fan units, so the administration recommended using that money to expand the scope of the summer work and include air conditioning the

science rooms 111, 111a, and 115, and the Day Care room 110. There will be no additional professional fees charged to perform this work this summer. The District was not obligated to go out for rebid, as they are change orders. The other option would have been for the District to amend the budget downward, not expand the scope of the summer work, and retain the money. Discussion ensued about how the Finance Advisory Committee (FAC) had learned that more money was being spent for capital expenditures this year. Projects scheduled for future years and being completed this year should be reflected in future budgets. Mr. Cofsky stated that long-term capital requirement models have been created to year 2021 and these proposed projects would be extracted from where they were slated in future years.

Presentation of PTAB Resolution

The Finance Committee supported moving forward to the Board of Education, at its regular February meeting, the administration's recommendation for approval of the PTAB Resolution. This resolution will allow the District to intervene in the appeal process for reassessment of property within the District that is over \$100,000, in a timely matter. Questions were raised as to why there was a direct interest and why the change in formula. If anyone's property taxes decrease, whether it is for a home or a hospital, then everyone else's taxes go up by the same amount. Any further questions about this will be directed to Mr. Altenburg.

Enrollment Projections

The Finance Committee supported moving forward to the Board of Education, at its regular February meeting, the administration's recommendation for acceptance at the enrollment report.

The trend that enrollment is increasing continues and more students were enrolled in 2011 than what were projected. By 2017-2018, the population will be 3700 students, an increase of approximately 500 students. Mr. Weissglass noted that enrollment for 2011 was included in the budget. The updated enrollment projections remain close to those made in 2011; in 2020, enrollment will begin to decrease. One odd data point was the 104% retention rate from junior to senior year. Note that the sixth grade class is large.

Vision Coverage for Employees

The Finance Committee supported moving forward to the Board of Education, at its regular February meeting, the administration's recommendation. This was for informational purposes. As it is not mandatory, the individual employee decides whether he/she wants to be a part of this. The District is just making it available to employees.

Presentation of Monthly Financials

The Finance Committee supported moving forward to the Board of Education, at its regular February meeting, the administration's recommendation for approval of the Monthly Financials.

Presentation of Monthly Treasurer's Report

The Finance Committee supported moving forward to the Board of Education, at its regular February meeting, the administration's recommendation for approval of the Monthly Treasurer's Report.

Mr. Altenburg will inquire as to whether something occurred in the market that would cause a jump rates in the short term.

Additional Finance Matters for Committee Information/Deliberation

Role of Finance Committee Discussion

Comments/amendments made regarding the working document put forward on the role of the Finance Committee were as follows:

- 1) #4a, Line 3: The word “monitor” did not adequately describe the Board of Education’s role with regard to financial projections. Its role should be to take ownership of the expenses and control the expenditures as opposed to passively observing the financial projections into the future. If expenditures are increasing, the Board of Education should be increasing revenues or seeing that expenditures are aligned with revenues.
- 2) Change #4 by leaving #1 and #2, and making #3 a separate item, focusing on finance and policy and the establishment or review of policy.
- 3) 4.a., 2nd line: after the word “district” add “administration”
- 4) Under Purpose, Line 1: Change “financial matters” to “financial investments”
Line two, after the word contracts add “the annual tax levy, the annual audit, and financial performance measures...”

Additional modifications should be sent to Mr. Altenburg who will include them in a draft to committee members. This will be brought forward at the next Finance Committee meeting.

Financial Policy Modifications: Budget, Long-Term Projection Discussion Model, Spending Guidelines and Investing

This will be part of policy.

New business

None

Adjournment

At 6:35 p.m., Dr. Lee moved to adjourn the Finance Committee meeting; seconded by Mr. Weissglass. A voice vote resulted in motion carried.